

Department of Procurement and Supply Chain Management



KADUNA STATE UNIVERSITY (KASU) KADUNA

Faculty of Management Sciences

Undergraduate Students' Handbook

BSc. Procurement Management

2022/2023-2024-2025 Academic Sessions

Department of Procurement and Supply Chain Management

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Department of Procurement and Supply Chain Management

FORWARD

Procurement and Supply Chain Management as a discipline had been and would continue to be the profession of excellence. The dynamic nature of business and emergence of sophisticated supply chain tools in the late 21st century have raised the demand for periodic review and modernization of accounting frameworks, procedures, models and practices. It is in the light of this that the department deems it necessary to review and upgrade its curriculum from time to time, with a view to catching up with pace of development and meeting contemporary issues and challenges in Procurement and Supply Chain Management to bridge the gap between theory and practice.

I feel highly honored to write the forward for this edition of the students Handbook of the Department of Procurement and Supply Chain Management, Kaduna State University. The book is an informative material that gives useful information on the nature and scope of the Bachelor of Science Degree in Procurement Management of the University.

This handbook provides information on the philosophy, aims and objectives, mission and vision of the Department and clearly spells our admission requirements. Having secured admission into the Department, students will find in the book, details of the academic courses they will be required to study in the University.

I am happy to mention that the department is pioneer in Nigeria. Similarly, the department has since inception, been accorded its deserving priority, by ensuring qualified and renowned scholars of procurement and supply chain management.

At this juncture, I would like to invite comments from scholars to enable us to improve the next curriculum review edition.

I pray that you enjoy your stay in department and University at large.

Dr. Nuraddeen Usman Miko PhD,

Head of Department

Department of Procurement and Supply Chain Management

BRIEF HISTORY OF THE DEPARTMENT

Department of procurement and supply chain management was created in 2019/2020 academic session as a full pledged department by the current Vice Chancellor Professor Muhammad Tanko. The department was formed from department of Accounting where some of the department's (department of procurement and supply chain management) courses were run such as Post-Graduate Diploma and Master of Procurement and Supply Chain Management. Currently, the department of procurement and supply chain management is running Bsc. Procurement Management, Post-Graduate Diploma and Master of Procurement and Supply Chain Management. The department is domiciled in Faculty of Management Science, Kaduna State University, Nigeria.

Department of Procurement and Supply Chain Management

VISITOR AND PRINCIPAL OFFICERS OF THE UNIVERSITY

VISITOR

His Excellency, Executive Governor of Kaduna State

Malam Uba Sani

CHANCELLOR

His Highness, Sanusi Lamido Sanusi

PRO-CHANCELLOR

Hussaini Dikko

VICE-CHANCELLOR

Prof. Abdullahi Ibrahim Musa

B.A (LA), MLS, MBA, PhD (Emporia, USA)

REGISTRAR

Barrister Samira Umar Balarabe

BURSAR

Hauwa Dalhat Muhammed, CNA

LIBRARIAN

Dr. Babangida U. Dangani

Department of Procurement and Supply Chain Management

Department of Procurement and Supply Chain Management

MISSION, VISION AND ACHIEVEMENTS

MISSION

Our mission is to deliver a positive, reliable experience to each and every one of our stakeholders while offering excellent value in the field of procurement, logistics and supply chain in general and setting the standard for professionalism in the procurement, logistics and supply chain solutions which recognized as global champions of sustainable Transformation of Supply Chains across development sectors and industries in sub-national, national, regional, and international economies.

VISION

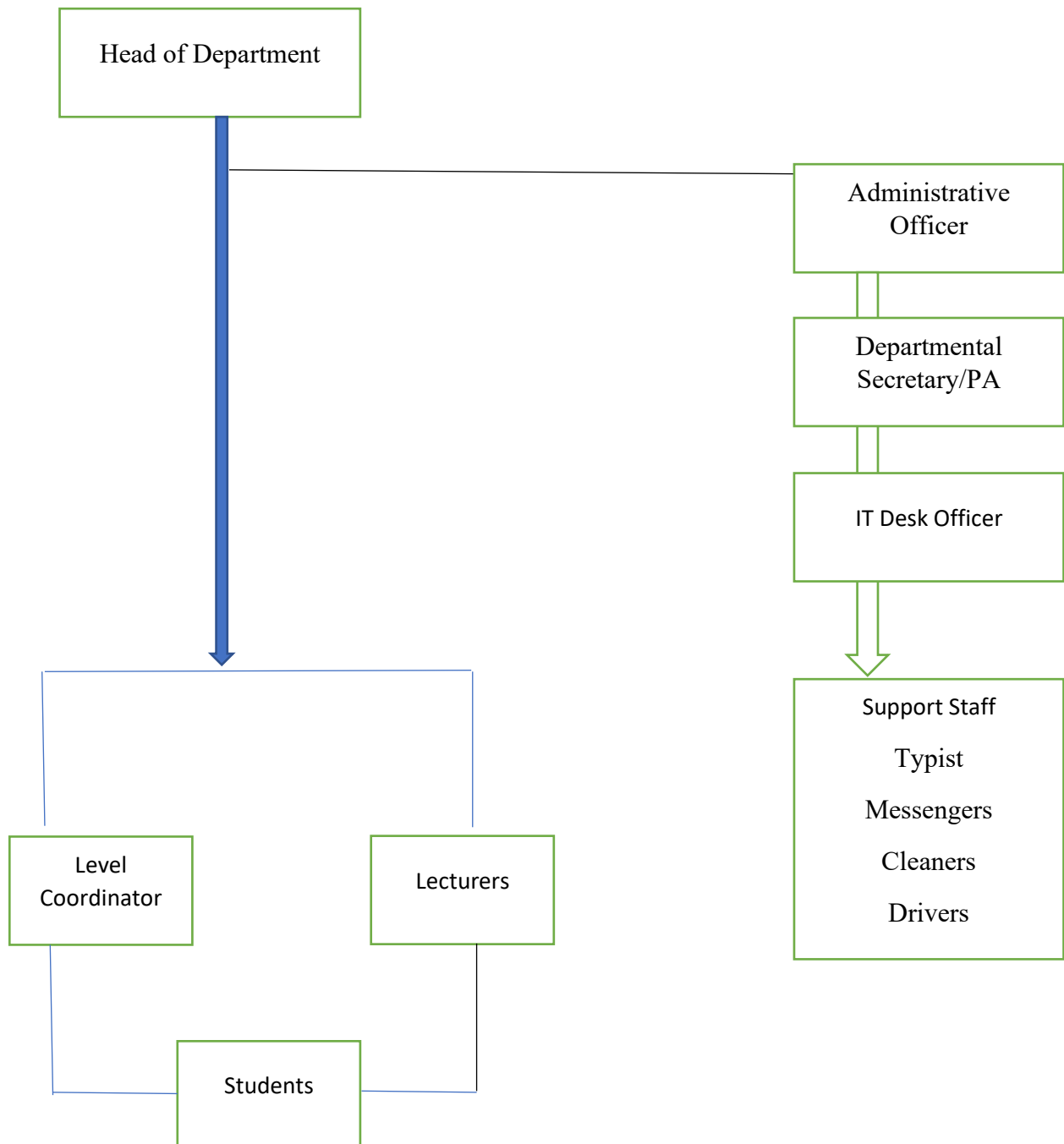
Procurement and Supply Chain Department aims to be recognized as the Logistics and Supply Chain Training Institution of first choice within Nigeria and the leading Supply Chain Operations research entity in sub-Saharan Africa.

ACHIEVEMENTS:

- Full Pledged Department
- Nine Tenure Academic Staff and Two Non-Academic Staff
- Eleven Part Time Academic Staff
- KASU Journal of Supply Chain Management
- Undergraduate Students Handbook
- PGD Students Handbook
- Master Students Handbook

Department of Procurement and Supply Chain Management

ORGANOGRAM OF THE DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT



Department of Procurement and Supply Chain Management

LIST OF STAFF AND THEIR QUALIFICATIONS

The following are staff members of the department of Procurement and Supply Chain Management that are on tenure appointment:

1. Prof. Muhammad Tanko	Adjunct Professor- BSc, MSc, PhD, FCA, FCPA, FNAA
2. Prof. Benjamin Kumai Gugong	Adjunct Professor- BSc, MSc, PhD, CNA
3. Dr. Nuraddeen Usman Miko	Reader- BSc, MSc, PhD, CFA, MCIPSN
4. Dr. Ibrahim Labaran	Senior Lecturer- BSc, MSc, PhD, FCIPS
5. Dr. Usman Abbas	Lecturer I- BSc, MAFM, MSc, PhD, MCIPSN
6. Dr. Saifullahi Abdullahi Mazadu	Lecturer II- BSc, MSc, PhD, CNA
7. Isma'il Lawal	Lecturer II- BSc, MSc
8. Safiyya A. Yahya	Lecturer II- BSc, MSc
9. Abdurrahman Muhammad Tanko	Lecturer II- BSc, MSc
10. Kabiru Abdullahi	Lecturer II- BSc, MSc
11. Fatima Idris	Assistant Lecturer- BSc, MSc

Department of Procurement and Supply Chain Management

STAFF ADMINISTRATIVE RESPONSIBILITY

OFFICE	NAME
Head of Department	Dr. Nuraddeen Usman Miko
Masters in Procurement and SCM Coordinator	Dr. Nuraddeen Usman Miko
Postgraduate Diploma in PSCM Coordinator	Dr. Usman Abbas
Collaboration Officer	Dr. Usman Abbas
Departmental Examination Officer	Dr. Saifullahi Abdullahi Mazadu
SIWES Coordinator	Safiyya A. Yahya
Postgraduate Diploma in LSCM Coordinator	Safiyya A. Yahya
Timetable Officer	Abdurrahman Muhammad Tanko
400 Level Coordinator	Kabiru Abdullahi
300 Level Coordinator	Abdurrahman Muhammad Tanko
200 Level Coordinator	Isma'il Lawal
100 Level Coordinator	Dr. Usman Abbas
Administrative Officer	Nuhu Usman
Clerical officer	

ADMISSION REQUIREMENTS

The criteria for admission into the programme shall be as follows:

1. UTME Admission

The minimum admission requirement is credit passes in five subjects including English Language, Mathematics and Economics at not more than two sittings.

2. Direct Entry Admission

- a) 'A' level credit passes in at least two relevant subjects in addition to the five credit passes as in 1 above.
- b) ND in relevant discipline with at least upper credit grade in addition to the five credit passes as in 1 above.
- c) HND in relevant discipline with at least lower credit in addition to five credit passes as in 1 above.

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GRADUATION REQUIREMENTS

- a) The minimum number of credit units for award of the degree is 120 units for UTME students and 90 credit units for direct entry students, subject to the usual Department and Faculty requirements.
- b) The minimum credit load per semester is 15 credit units and a maximum of 24 credit units.
- c) For the purpose of calculating a student's Cumulative Grade Point Average (CGPA) in order to determine the class of Degree to be awarded, grades obtained in **ALL** the courses whether compulsory or optional and whether passed or failed shall be included in the computation. Even when a student repeats the same course once or more before passing it or substitutes another course for a failed optional course, grades scored at each and all attempts shall be included in the computation of the GPA.
- d) Pre - requisite courses shall be taken and passed before a particular course at a higher level.
- e) Students should attain up to 75% attendance for a particular course and should effectively participate in tutorials.
- f) Students should take continuous assessment which must be graded and form part of the degree assessment.
- g) Students should undertake a properly supervised and graded project and also take and pass the end of course examinations.

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CURRICULUM BSC PROCUREMENT MANAGEMENT DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT KADUNA STATE UNIVERSITY, KADUNA

Summary of Courses Per Semester

100 LEVEL

First Semester

Course Code	Course Title	Credit Unit	Status
PRM 101	Principles of Procurement	3	Core
ACC 101	Introduction to Accounting I	3	Core
ECN 101	Principles of Economics I	3	Core
BUS 101	Introduction to Business Administration I	3	Core
CSC 101	Introduction to Computer I	2	Core
GST 101	Communication in English I	2	Core
GST 103	Nigerian Peoples and Culture	2	Core
SOC 111	Introduction to Sociology	3	
	Total	21	

Second Semester

Course Code	Course Title	Credit Unit	Status
PRM 102	Purchasing Management	3	Core
ECN 102	Principles of Economics II	3	Core
ACC 102	Introduction to Accounting II	3	
BUS 102	Introduction to Business Administration II	3	Core
PRM 104	Retail Procurement	3	Core
PUB 102	Fundamentals of Public Administration	2	Core
GST 106/104	Communication in Arabic/French	2	Core
GST 102	Use of Library, Study Skills and Information Communication Technology	2	Core
ACC 116	Finance of International Trade	2	
	Total	23	

200 LEVEL

First Semester

Course Code	Course Title	Credit Unit	Status
PRM 201	Warehouse Management and Insurance	3	Core
PRM 203	Manufacturing Procurement	3	Core
PRM 205	Project and Quality Management	2	Core
PRM 207	Introduction to Management and Cost Accounting	3	Core
CSC 211	Application of Computer	3	Core

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GST 201	Communication in English II	2	Core
GST 203	History and Philosophy of Science	2	Core
BUS 205	Business Communication I	2	
	Total	20	

Second Semester

Course Code	Course Title	Credit Unit	Status
PRM 202	Global Procurement and Sourcing Strategies	3	Core
PRM 204	Operations Management	3	Core
PRM 206	Fundamentals of Disaster Management	3	Core
PRM 212	International Business	2	Core
GST 202	Peace Studies and Conflict Resolution	2	Core
GST 204	Logic, Philosophy and Human Existence	2	Core
PRM 208	Humanitarian Procurement	3	Elective
PRM 210	Sales Management	3	Elective
ACC 220	Economic Theory	2	
	Total	20	

300 LEVEL

First Semester

Course Code	Course Title	Credit Unit	Status
PRM 301	Procurement and Contract Management	3	Core
PRM 303	Contract Law	2	Core
PRM 305	Manufacturing Management	3	Core
PRM 307	Basics of Government Procurement	3	Core
PRM 309	Quantitative Techniques	3	Core
ENT 301	Entrepreneurship and Innovation	2	Core
BUS 311	Element of Finance	3	
	Total	19	

Second Semester

Course Code	Course Title	Credit Unit	Status
PRM 302	Nigerian Procurement Laws	3	Core
PRM 304	Inventory Control and Stores Management	3	Core
PRM 306	Research Method in Procurement	3	Core
PRM 308	Contract Management and Negotiations	3	Core
PRM 310	Electronic Procurement	2	Core
ENT 302	Venture and Growth	2	Core
ACC 328	Management Information System	2	
	Total	18	

400 LEVEL

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First Semester

Course Code	Course Title	Credit Unit	Status
PRM 401	SIWES	6	Core
Total		6	

Second Semester

Course Code	Course Title	Credit Unit	Status
PRM 402	Procurement Audit and Investigation	3	Core
PRM 404	Contemporary Issues in Procurement Management	3	Core
PRM 406	Introduction to Lean and Six Sigma	3	Core
PRM 408	Strategic Financial Management	3	Core
PRM 400	Research Project	6	Core
	Total	21	

SYNOPSIS OF THE COURSE

COURSES DESCRIPTION

100 Level

PRM 101: Principles of Procurement

The aim of this course is to teach students Procurement and the basic requirements for sourcing goods and services. It covers Concepts of Procurement, purchase, sale and transfer of goods or services, Introduction to International Trading, Procurement Strategies in public and private sectors with their similarities and differences. This course will teach students the high-level steps (procurement to-pay cycle) that creates the foundation for the course. Students will also learn the roles and responsibilities of stakeholders involved in procurement, the importance of contract management and risk management for procurement. Students will also learn how to apply procurement theories in workplace and create value addition to the organization. The course will explain to students how to locate and select a supplier, negotiate price and other pertinent terms, and follow up to ensure delivery. The course exposes students to understand management of procurement in both private and public sectors and grants students benefits such as trading skills, negotiation abilities and knowledge of business practices.

BUSS 101: Introduction to Business Administration I

This course introduces students with background instructions on the rudiments of business administration and marketing. Topics in the course to include; the scope of business; the character of business from social, legal and economic perspective; forms of business ownership, organization and management; market segmentation; product classification and the marketing mix.

ACC 101: Introduction to Accounting I

The nature and scope of accounting: the role of accountants. The accounting function and its relationship with the information system of organisations. Accounting procedure and systems: double entry book-keeping system, the trial balance, accruals, payment and adjustments, two and three column cashbooks, bank reconciliation statement, final accounts, manufacturing accounts.

ECN 101: Principles of Economics I

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The purpose of this course is to introduce students to the study of basic problem of scarcity and choice; the methodology of economic science; the general principles of resource allocation; the concepts of optimality and equity; equilibrium and disequilibrium; micro-economics versus macroeconomics; demand and supply; types of resources allocation decision; methods of resource allocation in an economy; theory of the firm; introduction to welfare economics.

CSC 111: Introduction to Computer Science I

The aim of this course is to introduce the students to the use and application of computer, especially the familiarity of computer terms. Topics to be covered will include: History and Development of computer technology; the why and how of the computers; types of computer; analog, digital and hybrid; central preparation equipment; key punch, sorter etc; data transmission; nature, speed and error detection; system analysis and design; the programming process; problems definition; flow charting and decision table.

GST 103: Nigerian Peoples and Culture

The aim of this course is to introduce the student to knowing the brief history and political development of Nigeria; the concept of culture, the normative dimension; study of Nigerian history and culture in pre-colonial times; Nigerian's perception of this world; culture areas of Nigeria and their characteristics; evolution of Nigeria as a political unit; concepts of functional education; the economics of underdevelopment; individual and national development; norms and values; moral obligations of citizens; environmental sanitation.

GST 101: Communication in English I

This course is especially aimed at helping the students in their communication capacity. The course will further their understanding of other subjects. Topics covered include; effective communication and writing in English; study skills and language skills; writing of essay answers; instruction on lexis; sentence structure; outlines and paragraphs; collection and organization of materials and logical presentation of papers; use of library; phonetics; art of public speaking and oral communication.

PRM: 102 Purchasing Management

The objective of this course is to provide students the opportunity to deepen their awareness and understanding of conceptual frameworks and best managerial practices regarding purchasing using a mix of 'state of the art' theories and practical examples. This course teaches students how to set up and

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strategically manage the purchasing function of a firm. In this course, the evolving role of purchasing in large and international firms is examined in detail with a sound conceptual understanding of the challenges faced by purchasing managers in large and international firms. Specifically, this course will focus on the strategic and tactical aspects of purchasing management, such as commodity strategy development (single vs. multiple sourcing), Buyer-Supplier Relationships, New product Development, Supplier Development, E-procurement, and how to organize a purchasing function. The course is focused not only on manufacturing but also on service industries, and looks at sourcing both of products and services.

ECN 102: Principles of Economics II

Introduction to microeconomics; national income determination; the public sector in the national economy; microeconomic policy; objectives and instruments; introduction to money and banking; introduction to economic growth and development; trade policies with particular reference to Nigeria.

ACC 102: Introduction to Accounting II

The course is introduction to accounting which is designed to introduce students with little or no background in accounting to the elementary principles of accounting. Topics to be covered include: revision of final accounts of sole proprietorship; bank reconciliation books; suspense account; depreciation accounts;

BUS 102: Introduction to Business Administration II

The course will introduce students to the following topics: the scope of business; the character of business from social and accounting functions; government and business; the social responsibility of business, international business and the problems of Nigerian business enterprises.

PRM 104: Retail Procurement

This course addresses procurement strategies and technologies that go far beyond the traditional focus on cost savings efforts. Students will learn innovative approaches and processes that empower retail organizations with greater visibility, control and insight over the entire procure-to-pay cycle. In addition, students will be exposed to two challenges in the retailing industry; traditional challenges which includes staff turnover, price pressures, on and off-line competition and millennium challenge which is the most daunting because it has technology in the hands of customers. Students will learn how retailing leverages technology to achieve cost effectiveness, contract compliance and transparent regulatory monitoring capabilities across all associated activities and also how retail procurement enables streamlining of operations to better focus on the pressures from customers and competition.

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PAD 102: Fundamentals of Public Administration

This course introduces students to public administration as an academic discipline as well as a field of practice. Concepts and problems of public administration, with an emphasis on the development of public organizations, management of human resources, ethical practice, emerging professionalism, and oversight of governmental budgeting and finance, are closely examined. It also familiarizes students with the major controversial issues as well as the knowledge of the operations of public agencies and public policy process in Nigeria.

GST 102: Use of Library, Study Skills and Information Communication Technology

This course tends to help student in exposing them to the various library information resources and how to access and use them at any point in time with the information retrieval tools such as card catalogue, indexes etc. it will also avail the students the opportunity of being information literate. That is to say, being able to identify your information needs, where and how to get the information and also how to access it.

GST 106/104: Communication in Arabic/French

The course is to guide students on the rudiments of language as it exposes them to basic and necessary issues involved in language and also the present world polity encourages multilingualism as the world is turning into a global village. The course gives introduction to what language is and how it varies and emphasizes on its use for communication in a speech community, the general view of language in society where languages (indigenous and foreign) have contact.

ACC 116: Finance of International Trade

Topics be taught are as follows: Exchange arithmetic; forecasting foreign exchange rates; speculation in the foreign exchange market; foreign exchange exposure and managing foreign exchange exposure; banking services to importers and exporters; regulation of international trade finance; exchange control regulations in Nigeria; role and functions of Nigeria's export promotion council and international banking and financial centres.

200 Level

PRM 201: Warehouse Management and Insurance

The aim of this course is to enable students understand and apply warehouse management theory in the work environment, establish and identify the primary components of warehousing and their relationships. Also, students will learn how to list strategies for successful warehousing, discover how

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to describe the order of processing paper flow within the distribution process. Since Procurement Professionals are often responsible for Insurance and Risk policies which define insurance requirements, the student will be taught procurement risk policies, selecting service providers, managing the ongoing relationships with service providers and servicing the insurance contract. Again, student will learn Insurance contract; insurable risks, characteristics of insurance contract, limitation of insurance contract and renewal of insurance contracts (short term and long-term contracts). The students, at the end of the course, should be able to blend procurement and insurance of procurement activities.

PRM 202 Global Procurement and Outsourcing strategies

This course will expose students to Global product sourcing which is a procurement strategy through which an enterprise works to identify the most cost-effective location for product manufacturing, even if that location may be in a foreign country. Student will be taught the steps involved in global procurement and outsourcing. They will learn outsourcing strategies, or engagement models for sourcing like the business outsourcing (BPO) engagements, and the out-tasking models. Student will be taught to identify main difference between sourcing and procurement. Students will learn global sourcing that involves coordinating logistics, dealing with customs, arranging payment, identifying countries for sourcing, finding suppliers, calculating landing cost, assessing risks, and implementing global contracts.

PRM 203: Manufacturing Procurement

This course enables students to critically evaluate the underpinning principles and theories associated with manufacturing or direct procurement. Students will learn to explain and evaluate the production processes of manufacturing and indirect procurement or nonproduction acquisition. Also, students will be taught how to identify key aspects and analyse relationships within key suppliers or manufacturers. Students will be exposed to direct procurement from the international perspective with particular attention to global companies that think local.

PRM 205: Project and Quality Management

This course aims to give the student a broad understanding and appreciation of the quality assurance function in any manufacturing or service organisation. It also aims to show the growing importance of this function both nationally and internationally. The course also examines in detail some of the technical and management methods for improving quality performance within an organisation.

PRM 207: Introduction to Cost and Management Accounting

This module develops an understanding of issues pertaining to the elements of costs and costs systems. It develops abilities to prepare, analyses and interpret accounting information on cost elements in various cost systems. It will enhance an appreciation of the interplay of management accounting and organisational management within dynamic settings. Students will learn the role of management accounting in stock valuation and profit measurement, decision making and planning. Also, they will learn costing techniques including absorption costing, variable costing and activity based costing, methods of joint cost allocation and development of cost-volume-profit analysis.

CSC 201: Application of Computer

The student will be taught introduction to basic programming; data types, constant and variables; statement types i.e assignment, inputs-output statements; data capture and validation; system analysis and design; flow charting and decisions rule.

GST 201: Communication in English II

This course is especially aimed at helping the students in their communication capacity. The course will further their understanding of other subjects. Topics covered include; effective communication and writing in English; study skills and language skills; writing of essay answers; instruction on lexis; sentence structure; outlines and paragraphs; collection and organization of materials and logical presentation of papers; use of library; phonetics; art of public speaking and oral communication.

GST 203: History and Philosophy of Science

MAN- his origin and nature; man and his cosmic environment; scientific methodology; science and technology in the society and service of man. Renewal and non-renewal resources; man and energy resources; environmental effects of chemical, plastics, textiles, waste and other materials.

PRM 204: Operations Management

In today's highly competitive global environment, thorough strategic operations capabilities must be in place in order for organisations to provide goods and services that meet and exceed customer

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requirements. Key issues such as cost, speed, quality, flexibility and constant innovation are all part of strategic operations. The course provides an overview of operations & production management; Principles and decision analysis related to the effective utilization of the factors of production in not just production/manufacturing but also in nonmanufacturing activities mainly service sector environment. Applications of management sciences/operations research will be discussed with selected applications/case studies from both production and operations context.

PRM 206: Fundamentals of Disaster Management

The aim of this course is to provide students with an introduction to the subject of emergency management with particular emphasis on the development and nature of emergency management, the need for effective emergency management and the key emergency management models. In addition, the course will explore the key stakeholders involved in delivering effective emergency management in Nigeria.

PRM 212 International Business

The student will learn concept of International Business, Classical Trade Theory, Free Trade (Theory of Absolute Advantage), Theory of comparative advantage, The Assumptions of classical Trade Theory, Modern Trade Theory: Factor Proportions and Factor Intensity, Offer Curves – Reciprocal Demand and Supply, Dynamic Factors. Changing the Basis of Trade, Terms of Trade Measures, and Effects of Tariff; International Finance: Balance of Payments Prices and Trade Balance, The Foreign Exchange Markets and International Business Environments.

PRM 208: Humanitarian Procurement

This course is designed to provide students with a framework for understanding procurement aspects of humanitarian assistance, explore the ways that procurement activities can support humanitarian intervention, and give students an opportunity to develop methods for improving the delivery of humanitarian aid. The integration of academia with students' past field experience provides practical implications of the evolving humanitarian institutional environment, skills necessary to apply best practices in the field, and knowledge of sourcing, negotiation and strategic selection of goods and services by applying speed and action in assistance delivery.

PRM 210 Sales Management

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This course equips students with the most current sales knowledge and skills to succeed in today's competitive markets. It will provide a thorough review of the steps in the sales presentation process with an emphasis on relationship selling, adaptive selling, and the use of technology to improve the selling process. This course will focus on the responsibility and functions of a sales manager including: an evaluation of various sales organizational structures, sales forecasting, budgeting, ethics in sales, and an overview of best practices in recruiting, selecting, testing and training salespeople. Special attention will be paid to retaining, compensating, and motivating sales teams. This course explores how the sales component fits within the firm's marketing program. Specifically, this course covers (1) development of the firm's marketing strategy and the role of the sales force, (2) the integration of media tools and communication platforms to support business development, and (3) the use of analytical tools in development, implementation and evaluation of the marketing program. Specific skill sets emphasized in this course are forecasting and the use of technology in customer relationship management.

BUS 205: Business Communication Ia

This course is specially aimed at helping the students in their communication capacity. The course will further their understanding of other subjects. Topics to be covered include: Meaning of communication; process of communication; business letters and report writings; advertisement writing; communication/correspondence; essay; meeting; and speech writing.

GST 201: Communication in English II

This course is especially aimed at helping the students in their communication capacity. The course will further their understanding of other subjects. Topics covered include; effective communication and writing in English; study skills and language skills; writing of essay answers; instruction on lexis; sentence structure; outlines and paragraphs; collection and organization of materials and logical presentation of papers; use of library; phonetics; art of public speaking and oral communication.

GST 203: History and Philosophy of Science

MAN- his origin and nature; man and his cosmic environment; scientific methodology; scientific methodology; science and technology in the society and service of man. Renwal and non-renewal resources; man and energy resources; environment effects of chemical, plastics, textiles, waste and other materials

ACC 220: ECONOMIC THEORY

Analytical tool and models of Microeconomic theory, methodology of economic science; theory of consumer behaviour and demand. Theory of production and cost theory of firm under perfect, imperfect, monopolistic, and oligopolistic competitive markets; linear programming and the theory of the firm; general equilibrium analysis and introduction to welfare economics, determination of level of economic activity, the basic model of national income economics determination, theory of consumptions and investment, the Keynesian, classical and Neo-classical theory of money.

GST 202: Peace Studies and Conflict Resolution

This course draws its major case studies from the global arena and continent of Africa with particular reference to Nigeria with the aim of equipping students with the desired skills and knowledge of developing viable analytical mind and conceptual framework for addressing the conflict problems in Nigeria. This course consist of the meaning of conflict, issues , challenges, tools and techniques of peace studies and conflict resolution.

GST 204: Logic, Philosophy and Human Existence

This course aims at helping students understand and have knowledge of what logic, philosophy, and human existence is all about. This will be achieved by defining philosophy, knowing the major branches of philosophy, introducing the students to the definition and nature and stages of human existence. It will also help the students in differentiating between argument from non-argument, analyzing ambiguity, validity, soundness, vagueness and fallacies.

300 level

PRM 301: Procurement and Contract Management

The course equips students with overview of procurement and contract management, contract concepts and principles, procurement management plan, contract management process, procurement and other contracting methods, contract formation, three phases of the contract management process: pre-award, award, and post-award, contract pricing arrangement options, common misconceptions regarding global contract management, organizations buying and/or selling performance tools, contract management maturity model and the contract management risk and opportunity assessment tool enterprise and contract management process.

PRM 303: Contract Law

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This course will expose students to contract law doctrine by reviewing the essentials of contract law and contract doctrine. Students will examine how contracts are formed, their terms and how they end. Using commercial and consumer contexts, students will spend the majority of the time on and problem-solving in contract law, comprised of doctrinal topics e.g. breach of contract and remedies, contractual terms, misrepresentation, termination and frustration of contracts and policy bargaining behaviour. Students will also be taught contract theory (e.g. freedom of contract, relational contract theory, contract and the vulnerable, contract and consumption).

PRM 305: Manufacturing Management

This course is aimed at exposing students to the functional area of production and operations management in the manufacturing and service settings in both private and public sectors. Topics include decision-making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP). At the end of this course, students will be able to demonstrate an appreciation of the role of operations management both at a strategic level and for the effective production of goods and services, understand how operations contributes to wider aspects of firms' capabilities and Competencies, Appreciate the importance of operational paradigms and how they are integrated together in managing operations including TQM BPR and Lean and Agile operations.

PRM 307: Basics of Government Procurement

The overall objective of this course is to provide the students with the practical skills necessary to enhance economy, efficiency and transparency in the management of public procurement operations. At the end of this course, students will be able to better understand the role of competition, non-discrimination and transparency in achieving "value for money" in public procurement operations; effective planning, risk assessment, execution and monitoring of public procurement operations; appropriate selection of prescribed procurement methods; preparation of well-balanced procurement documents based on standard models of proven validity and the ability to customize these to suit their national context and regulatory frameworks.

PRM 309: Quantitative Techniques

This course aims at collection and handling of statistical data, measure of central tendency, measure of dispersion, time series, index numbers, introduction to operational research, use of Monte Carlo

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method, inventory and production control, decision theory linear programming, economic order quantity model, network analysis, transportation model and queuing model.

ENT 301: Entrepreneurship and Innovation

This course introduces students to the history of entrepreneurship in Nigeria, defines entrepreneurship, the role and functions/values of entrepreneurship, entrepreneurship task, risk and hazards, its role in the economy. It will also examine the role of banks and financial institutions in enterprise creation, contribution of government agencies towards sourcing, identification of financial institution involved in entrepreneurship and innovations as well as government policy on financing small and medium scale industries.

PRM 302: Nigerian Procurement Laws

This course is very important in preparing students to have an in-depth knowledge of law, rules and guidelines surrounding procurement activities and beyond. The course covers public procurement manual, public sector procurement reforms, national procurement legal framework, national procurement policy, public procurement methods, public procurement: basic concepts and the coverage of procurement rules, public procurement systems and regulatory provisions, legal framework for public procurement contracts, public procurement distinguished from in-house provision, coverage of public procurement rules, purpose and nature of regulatory rules in the public sector, Model Law on procurement of goods, construction and services and Nigerian procurement Act of 2007.

PRM 304: Inventory Control and Stores Management

This course covers the fundamental principles of inventory/stock management. Inventory management measurements and techniques will be explained. Students will learn the financial importance of inventory management and its relationship to company financial statements. Understanding of these techniques will allow students to grasp the technical details of inventory management and apply it to understand the role of inventory management in supporting the procurement process.

PRM 306: Research Method in Procurement

The aims of this course are to provide students with the opportunity to independently carry out an in-depth inquiry to investigate a research question(s) of their choice, producing a coherent review of the relevant literature, a logical discussion and a clearly communicated set of conclusions in the form of a dissertation. Students will also learn how to undertake research in practice settings. The course provides

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an introduction to a range of qualitative and quantitative research methods including different types of interview (unstructured, semi-structured, structured), surveys and questionnaires, experimental and quasi-experimental research, and approaches that involve mixing methods. Each week students will be provided with research articles that are compulsory reading for discussion in seminars/workshops. Each reading provides an example of methods as used in research, their potential in addressing specific kinds of research question, and their relevance to procurement management.

PRM 308 Electronic Procurement

The aim of this course is to expose student to innovation, and its application, particularly they will be exposed to e-procurement value chain that consists of indent management, e-Informing, e-Tendering, e-Auctioning, vendor management, catalogue management, Purchase Order Integration, Order Status, Ship Notice, e-invoicing, e-payment, and contract management. Students will learn in wide variety of contexts and sectors, like IT/IS, telecommunications, computing, e-manufacturing, e-retailing, electronic security. Students will study and analyse a number of topical issues in innovation, such as open innovation and green innovation. Additionally, they will learn how to manage digital channels that connect the company to suppliers and customers. This course will place special emphasis on the hands on application of a Customer Relationship Management (CRM) system and other technologies. Also, the student will learn Procurement Simulation software such as AnyLogic, Simio, SAP SCM, PeopleSoft, JDA SCM and ARIBA Analysis.

ENT 302: Venture and Growth

The aim of this course is to expose the students to the concept of business start-up, management, growth and development. This will be achieved by aiming to introduce the student to the basic concepts and principles of business entity creation and management, compare issues relationships authority and responsibility in the organization and give an insight in the production, recording, and marketing management in the venture.

ACC 328: Management Information System

Overview of Management Information System, information theory and concept, system theory and concept, system life cycle, the role of information system in business and management. Management challenges and role of Management Information System in business and management. Management challenges and role of MIS, design and management of MIS.

400 Level

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PRM 401: SIWES

The student industrial work experience scheme is designed to expose and prepare students towards developing the occupational competencies of the student which is aimed at bridging the existing gap between theory and practice by exposing them to their various areas of specialization. At the completion of the SIWES, each student is expected to write a report, present and defend to the team of examiners to be constituted by the Head of Department before resuming for final semester of the program.

PRM 402: Procurement Audit and Investigation

This course deals with all aspects of the procurement Audit and Investigation. Students will be introduced to issues of Procurement audit, Origin of Audit, definitions, scope, and importance of procurement audit, Core challenges of procurement and concept of “best value for money”, Risk areas of fraud and Investigation in Procurement, Audit and Investigation ethics, Common risk, procedures and internal controls at different stages of the procurement process, Procurement Audit strategy and planning, Typical Audit sequence of events in the procurement cycle for individual transactions and Auditing the procurement function or cycle, Procurement audit and Assurances, Audit of Inventory (inventory and non-current assets), Forensic Audit and Investigation, Public Procurement Audit and Special investigations.

PRM 404: Contemporary issues in Procurement Management

Procurement Management has evolved significantly, both in terms of its role in local and global business practices and in terms of academic study. This course introduces students to a wide range of modern topics in procurement management. The course also equips students with an understanding of current trends (digital strategy, building talent pools to embrace digital technologies, thinking supplier beyond the price i.e., making them partners, increasing focus on indirect spending, risk management i.e., preparing for the unexpected) challenges (inaccurate data, dark purchasing, supplier related issues, long process cycle), and opportunities (no longer a back office function, it is now a core competence function) in the field. The aim of the course is to bridge the gap between academic and pragmatic approaches to address contemporary procurement management issues.

PRM 406: Introduction to Lean and Six-Sigma

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The Lean and Six sigma course will enable students gain employability advantage through the acquisition of Lean and Six Sigma (DMAIC: define, measure, Analyse, Improve, Control) skills that most organisations in present day look for. Organizations succeed by delivering better results. The Lean Six Sigma methodology brings together best practices from more than 60 years of quality and process improvement thinking from some of the world's most successful organizations. Drive progress, increase creativity and join the majority of Fortune 100 companies by developing Lean Six Sigma professionals within organizations to lead business process improvement projects. Since Nigeria is a fast growing economy, equipping graduates with Lean and Six Sigma skills will greatly increase not only student employability but their contributions to organisations growth.

PRM 408: Strategic Financial Management

The course covers key elements of Financial Management. It provides students with a conceptual and theoretical basis for making financial decisions. It familiarizes students with matters relating to short and long term financing alternatives, capital budgeting, the dividend policy or how to create and measure shareholder value. The course will as well cover relevant financial management concepts such as the weighted average cost of capital (WACC), the capital structure or the dividend policy. It uses practical examples and cases to explain the goals of financial management and investment practice. It also enables students to use appropriate models and techniques to solve financial problems in the context of uncertainty.

PRM 400: Research Project

This provide students with the opportunity to independently carry out an in-depth inquiry to investigate a research question(s) of their choice, producing a coherent review of the relevant literature, a logical discussion and a clearly communicated set of conclusions in the form of a dissertation. Students will also learn how to undertake research in practice settings.

Grade Point Average and Cumulative Grade Point Average

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i. Grade Point Average (GPA)

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by multiplying the Grade Points in each course by the number of Credit Units assigned to that course, and then summing these up and dividing by the total number of Credit Units taken for the semester.

ii. Cumulative Grade Point Average (CGPA)

This is the up-to-date mean of the Grade Points earned by the student in a programme of study. It is an indication of the student's overall performance at any point in the programme. To compute the Cumulative Grade Point Average, the total of Grade Points multiplied by the respective Credit Units for all the semesters are added and then divided by the total number of Credit Units for all courses registered by the student.

The score and grade point for grade point average and cumulative grade point average calculation are as follows:

(1) Credit Units	(2) Percentage Scores	(3) Letter Grades	(4) Grade Point (GP)	(5) Grade Point Average (GPA)	(6) Cumulative Grade Point Average (CGPA)
Vary according to contact hours assigned to each course per week per semester and according to student workload	70 – 100	A	5	Derived by multiplying (1) & (4) and dividing by total credit units	Derived by multiplying (1) & (4) and dividing by total credit units for courses registered till date
	60 – 69	B	4		
	50 – 59	C	3		
	45 – 49	D	2		
	40 – 44	E	1		
	0 – 39	F	0		

Evaluation

Techniques of Student Assessment

All courses taken shall be evaluated and a final grade given at the end of the semester. To arrive at the final grade, the evaluation shall be a continuous process consisting of some or all of the following:

- a) Assignments and/or presentations/ Tests
- b) Term papers
- c) End of semester examinations

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A letter grade and numerical point shall be awarded to each student based on his /her total scores on all the evaluation criteria. The final marks scored by a student and the corresponding letter grades and the numerical points shall be clearly indicated. The following are possible final marks and their corresponding letter grades and grade points.

% SCORES	GRADE	GRADE POINTS
70 – 100	A	5
60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
40 – 44	E	1
0 – 39	F	0

GUIDELINE FOR THE COMPUTATION OF GPA/CGPA

The class of degree is determined by efforts a student puts into his/her studies from 100 level to the final level/year of his/her studies.

Example

Suppose a 100-level student in the department has the following results in the first and second semesters:

First Semester

A COURSE	B GRADE	C GRADE POINT	D CREDIT UNIT	E CREDIT POINT
PRM 101	62 (B)	4	3	12
ACC 101	73 (A)	5	3	15
ECN 101	71 (A)	5	3	15
BUS 101	67 (B)	4	3	12
CSC 101	90 (A)	5	2	10
GST 101	87 (A)	5	2	10
GST 103	60 (B)	4	2	8
			18	82

Registered Credit Unit= $3+3+3+3+2+2+2=18$

Earned Credit Unit= $3+3+3+3+2+2+2=18$

First Semester GPA= $82/18= 4.56$

Second Semester

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A COURSE	B GRADE	C GRADE POINT	D CREDIT UNIT	E CREDIT POINT
PRM 102	38 (F)	0	3	0
ECN 102	73 (A)	5	3	15
PUB 102	46 (D)	2	3	6
BUS 102	67 (B)	4	3	12
PRM 104	90 (A)	5	2	10
GST 106	87 (A)	5	2	10
GST 102	60 (B)	4	2	8
			18	61

Registered Credit Unit= $3+3+3+3+2+2+2=18$

Second Semester GPA= $61/18=3.39$

CGPA= Previous TCP + Present CP / Previous TRCP + Present RCP

Where TCP= Total Credit Points

CP= Current Points

RTCU= Registered Credit Unit

CGPA= Cumulative Grade Point Average

Therefore, CGPA= $82 + 61 / 18+18$

$= 143 / 36= 3.97$

DEGREE CLASSIFICATIONS

Classes of degree are to be awarded depending on the cumulative GPA obtained. The classes of degrees that may be awarded are First Class Honour, Second Class Honour (Upper Division), and Second-Class Honour (Lower Division), Third Class Honour, and Pass Degree.

CGPA	Class of Degree
4.50 - 5.00	First Class
3.50 - 4.49	Second Class (Upper Division)
2.50 - 3.49	Second Class (Lower Division)
1.50 - 2.49	Third Class
1.00 - 1.49	Pass
Less than 1.0	Fail

EXTRACT OF SOME UNIVERSITY REGULATIONS

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A student who remains on probation for two consecutive semesters and who fails to attain the status of "good academic standing" at the end of that year of study shall be withdrawn from the programme.

Failure in any course shall be recorded as such and can only be redeemed by retaking and passing the examination in that course when next it is available.

Subject to the condition of withdrawal and probation as set out above, a student failing a supplementary examination may be allowed to repeat the failed course units at the next available opportunity provided that the total number of credit units carried during the semester does not exceed 24.

Subject to the approval of the senate, a faculty board may under such considered appropriate grant exemption from any examination in a course unit, a student who has already passed an examination which, in the opinion of the Faculty/ School Board is of equivalent coverage.

A Faculty Board may determine from time to time, on the recommendation of the departments, and shall make any change known to the affected students by the start of the relevant teaching;

1. The method of determining continuous assessment
2. The weight to be given to continuous assessment marks for any year of study and shall fall within range from a minimum of 40% up to a maximum of 60% of the aggregate marks allowed for the year;
3. Continuous assessment, which for this purpose includes routine term papers, frequent tests, formal and informal assessment.
4. At least two continuous assessment tests must be given per course per semester.
5. Continuous assessment marked scripts must be returned to the students within reasonable time.

The procedure for marking examination scripts and for determining and listing the examination marks for each course unit shall be decided by the board of examiners, subject to any directions by the Faculty Board or the Senate. The marks for the course shall be the mean of the marks for the continuous assessment and semester examinations. In order to pass a course unit a student must obtain at least the pass mark, which shall be 45%.

NOTIFICATION OF EXAMINATION RESULTS

After the Faculty has decided on the recommendation to be made to the Senate, the Dean may publish them to the students as provisional results subject to approval by the Senate. This must be clearly stated in any publication made before the Senate approval is given. After the Senate has approved examination results, students who are required to go on probation or to withdraw from the university shall be notified.

Deans of Faculty or, where examinations are marked on a departmental basis, Heads of Department may notify students of the letter grades and CGPA they have obtained. If this notification is made in writing, it must be clearly marked "This is not a transcript".

Transcripts of examination results must be signed by Deans of Faculties and countersigned by the Registrar. They shall be in letter grade and CGPA numerical marks shall not be shown. Transcripts may only be issued on request to institutions of higher learning and to institutional sponsors.

Certificate of the award of degree approved by the Senate shall be sealed with the common seal of the University and signed by the Vice Chancellor and the Registrar.

CONDUCT OF EXAMINATION IN THE UNIVERSITY

1. At the end of each semester, examinations are conducted for courses taught in the department. Such examination may take the form of written papers, oral examination, practical, submission and defense of written projects or any combination as approved by the University Senate. Class attendance is compulsory for all students in the department. Lecturers are to take attendance at all times and any student who has no 75% attendance will not be allowed to sit for examination. All lecturers are to submit to the department names of students who did not have up to 75% attendance.
2. The timetable for the examination shall be fixed on the various notice boards in the University stating the time and venue of all examinations.
3. Students who have clashes in the examination schedules should immediately intimate their Departmental/Faculty Examination Officer
4. Students who fail to intimate the appropriate officers of the University of Impending Clashes in examination timetable shall hold themselves responsible for any difficulty that may arise
5. Continuous assessment during course work shall be included in determining the final score of candidates in examination results.
6. Any student who absents himself/herself from any examination without University's approval and has not withdrawn from the course of study shall be grade "F" for such course(s) and the grade(s) shall be reflected in the calculations of his/her GPA.
7. Subject to the approval of the Senate, the University may grant deregistration concession to student(s) who could not complete or write all the examinations due to certified illness or other exigencies acceptable to the Senate.

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8. A student who for a good cause (is unable to participate in normal academic activities is free to defer studies upon a written application to the senate through the faculty board and through the departmental board. An approval by the senate in writing to the student will release the student from studies for the stipulated period of not more than two consecutive semesters, provided that the maximum period allowable for the completion of the programme is non-exceeded.
9. Without prejudice to the regulations cited under academic affairs, the University Senate reserves the right under the law establishing the University to decide finally on all academic matters.
10. No student shall be allowed to enter the examination hall without the University identity card.
11. A candidate shall not be allowed to enter the examinations hall if he/ she is more than 30 minutes late.
12. A candidate shall not be allowed to leave the examinations hall within 45 minutes after the commencement of an examination except under exceptional circumstance approved by the Head of Department or the Examination Officer.
13. On entry into the examination hall, it is the responsibility of the candidate to draw the attention of the invigilator to any paper or material on his/her seat, table or on the floor around him/her to enable for such materials to be removed before the examination starts.
14. A candidate who is more than 30 minutes late after the commencement of an examination may be allowed entry if the invigilator is satisfied with the reason for his lateness, but such case shall be reported in writing by the invigilator to the Faculty Examination Officer.
15. A candidate who arrives late at an examination hall shall not be allowed extra time.
16. A candidate shall deposit any handbag, briefcase, book, hand-out, etc. outside the examination hall or in front of the invigilator before the commencement of the examination.
17. All electronic equipment, GSM handsets, calculators are not allowed into examinations hall except where a specific item is allowed for the paper.
18. A candidate shall comply with the instructions as set out in the question paper and answer book or other materials supplied.
19. A candidate shall also comply with any instructions given by the invigilator.
20. A candidate shall use only the answer books given by the invigilator

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ACADEMIC MISCONDUCT

1. Once a student is accused of any examination misconduct, he/she would be requested to write his/her statement. Refusal to write a statement by the student(s) so accused shall attract two-semester rustication.
2. A student accused of examination misconduct shall be invited to appear before Faculty/School Examination Misconduct Committee. Failure to honour the invitation of the committee by a student so accused shall attract expulsion.
3. A candidate shall not take into examination hall or have pre-programmed electronic device in his possession during examination sessions. Taking any book, paper or any other form of printed or written material or audio recording or an organized electronic(s) on his body or clothing items, whether relevant to the examination or not except as may be stated in the rubric of the question paper except he/she is specifically authorized to do so constitutes a breach to the rule. An invigilator or a security officer present has the authority to confiscate any such unauthorized document(s) or material(s) and shall duly forward the same un-tampered document(s) or material(s) to the appropriate officer or authority for necessary disciplinary action in accordance with these regulations and applicable law. The invigilator shall ensure that that regulation is complied with and any candidate who fails' or refuses to leave his/her hand bag or briefcase etc outside the examination hall or the designated place(s) by the invigilator for that particular examination shall not be allowed into the examination hall.
4. A student caught with material(s) described in regulation 3 above and which material(s) is/are capable of giving him/her undue advantage on the examination being conducted shall be liable to rustication for not less than 2 semesters in the first instance and expulsion on the repeat of the misconduct.
5. A candidate shall with all instructions set out on a question paper, answer book or any material supplied during an examination and shall comply with all lawful instruction given by the invigilator.
6. A candidate shall use only the answer booklet provided by the invigilator. All rough works must be crossed out neatly. Supplementary answer books even if they contain rough works, must be tied together with the answer booklets the invigilator shall ensure compliance.
7. Under no circumstances shall a candidate write anything on the question paper or any other material. All rough work shall be done on the answer booklets. Contravention of this regulation (conclusive) proof of which shall be question paper of the candidate in question shall attract rustication for semester at the discretion of the Vice-Chancellor.
8. A candidate shall neither sit for another nor procure another person to sit for him or other candidate in any examination conducted by the University. Such conduct amounts to grave misconduct and shall attract expulsion from the University.
9. In the course of writing an examination conducted by this University a candidate shall neither give nor accept any assistance whatsoever from any other candidate or person from within or outside the examination hall. A breach of this regulation shall attract rustication or cancellation of the candidate's paper and may attract, further action by the Senate.

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10. Smoking is not permitted inside the examination hall and the cigarettes or pipes being smoked shall be seized by the invigilator or any security personnel authorized by him and the erring candidate shall be liable to rustication for a semester.

11. At the end of the time allocated for an examination, a candidate shall gather his/her scripts together neatly and hand them over to invigilator. A candidate is responsible for the proper return of his/her scripts.

12. A candidate shall sign the attendance registers at the commencement of the examination and at the end while submitting his/her answer scripts. In the event of a dispute arising as to whether or not a candidate sat for the examination and submitted his answer scripts the signature on the attendance register shall be conclusive proof thereof.

13. A candidate shall not, either before or after an examination threaten, blackmail, or in any other way be rude to the invigilator, lecturer, examiner, member of Senate or committee or any other officer connected with examination. Such a conduct is a grave misconduct and shall attract severe punishment from Senate which may even lead to expulsion from the University.

14. For the avoidance of doubt, examination misconduct regulated by these rules shall also include the following:

a. Substitution or alteration of answer scripts by any means after they have been submitted to the invigilator at the end of the examination.

b. Breaking into the house, office or vessel of an examiner, lecturer, invigilator or any other officer having anything to do with the marking or evaluation of the performance of the candidates at an Examination Centre conducted by this University.

c. Obtaining, procuring or possessing by any means a preview of questions intended for any examinations being conducted by this University before its date and time.

d. Any other misconduct related, to examinations conducted by the University, which the Senate may from time to time consider as examination misconduct

15. Any Candidate found to have breached or committed any of the examination misconducts shall be liable to rustication for at least two semesters or expulsion as determined by Senate after due process

DRESS CODE

The code of dressing implementation committee constituted by the Vice Chancellor has put forward the following description as elements of what constitute indecent and offensive dressing in the Kaduna State University. They are:

Shorts and skimpy dresses e.g Body hugs, show-me your chest, spaghetti wears and dresses exposing sensitive parts. Tights, shorts and skirts that are above the knees (except for sporting purpose) Tattered jeans with holes. Transparent and see through dresses. Tight fittings eg Jeans skirts, hip star, patra, lakra etc that reveal the contour of the body. Under clothing, such as singlet worn publicly, Unkempt appearance, such as bushy hair and beards. Dresses that make it impossible to wear laboratory coat during practical or participate actively in practical. Long

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and tight skirts which are opened in front or at the sides which reveal sensitive parts as the wearer moves on. Wearing of t-shirts with obscene captions. Shirts without buttons or not properly buttoned, leaving the wearer bare-chested. Wearing of earrings by male students. Plaiting or weaving of hair by male students. Wearing of colored eye glasses, not on medical grounds in the classrooms. Wearing of bathroom slippers to classroom (not on medical grounds). Wearing of trousers that stop between knee and ankle.

NB: For the purpose of identification, such as in examination halls, lecture theatres and security matters, every student shall be identified by his or her identity card.