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## VIII. SUMMARY OF INFORMATION

**LOCATION:** ICARD-APPIADU KUMASI METRO, Ashanti Region, Ghana

**ESTABLISHED:** 2014 to Date

**ACCREDITSTION:** 2024 Ghana Tertiary Education Commission (GTEC)

**UNIVERSITY AFFILIATION:** UCC, Institute of Education

**SCHOOL TYPE:** 4-Year College of Education

**RELIGIOUS AFFILIATION:** Roman Catholic

**CERTIFICATE :** Bachelor of Education (B.Ed)

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### ENROLLMENT

Academic Year	Males	Females	Total
2014/2015	30	16	46
2015/2016	31	39	70
2016/2017	12	15	27
2017/2018	16	20	36
2018/2019	15	15	30
2019/2020	4	6	10
2020/2021	8	10	18
2021/2022	10	10	20
2022/2023	12	29	41

## CHRIST THE TEACHER COLLEGE OF EDUCATION ADMINISTRATION

<b>Principal</b>	Rev. Msgr. Dr. Louis Kofi Tuffuor
<b>Vice Principal</b>	Rev. Fr. Joseph Osei Tutu
<b>Head of Programmes (Primary Edu)</b>	Dr. Obed Nii Brohm
<b>Head of Programmes (JHS Edu)</b>	Prof. Mavis Osei
<b>Internal Auditor</b>	Dr. William T. Baidoo
<b>Estate Officer</b>	Rev. Fr. Mary James Opoku Ware
<b>Accountant</b>	Mr. Emmanuel Twum
<b>College Secretary</b>	Ms. Matilda Boatenmaa
<b>Quality Assurance</b>	Ms. Rita Afoah Appau
<b>Librarian</b>	Mr. Benjamin Saah
<b>Deputy Librarian</b>	Mr. Sparcil Oppong
<b>ICT Technician</b>	Mr. Elvis Osei Dwamena

# I. INTRODUCTION

## 1.0. Preamble

This handbook is intended to provide basic information about Christ the Teacher College of Education (CTCE), the programmes that are offered and the regulations that govern the behavior of students and their rights and responsibilities.

## 2.0. Mission

To produce professional and committed teachers holding B.Ed degrees, teaching at primary and junior high schools focusing on literacy (reading and writing), numeracy (arithmetic), computer (ICT), and morality skills.

## 3.0. Vision Statement

To be an eminent college of education of choice in Ghana.

## 4.0. Values:

In reference to our vision and mission statement, we, “stewards” of God’s grace, adopt the following Core Values (LOTAL JPI) as guiding principles or road map:

- |                   |                      |
|-------------------|----------------------|
| i Love            |                      |
| ii Openness       | v Leadership         |
| iii Transparency  | vi Justice and Peace |
| iv Accountability | vii Innovation       |

An unknown philosopher once said “teachers aid in regulating the atmosphere, promoting a deeper appreciation for creation and understanding of environmental issues; their actions cause the life-blood of schools to circulate effectively in the heart of every society.”

## 8.0. COLLEGE PRAYER

Lord our God

Help us to follow the examples of Christ our teacher, And inspire us to serve you by teaching your students to love you, to love like you, and serve as teachers like you. Amen

## 9.0. COLLEGE ANTHEM

Christ the Teacher College of Education

The school of discipline

The home of excellent,

The home of good morals

Our motto is the fear of the Lord, is the beginning of wisdom,

And we share the values of love

Openness, Transparency, Accountability,

Leadership, Justice and Peace and Innovation

We are the Teachers(3x) of the Lord

We live to teach for the sake of Christ

We have chosen the profession of the Lord

To impact knowledge and wisdom into men

We are student-centered, dedicated to go

Everywhere to do the work of the Lord.

## 7.0. NICKNAME: Christ Akyerε kyereε foɔ

Our nickname Christ Akyerεkyerefoɔ means teachers of Christ, for we pattern the quality and style of our teaching after that of Christ our model. He was compassionate, passionate and courageous in the lessons he taught, using everyday examples in life to transform our thinking to understand metaphysical realities wherein lies the deeper wisdom of God.

St. John Chrysostom in commenting on the role of teachers in society says, “no profession is more important than that of teaching; for what could equal an art which aims at directing the soul and forming the mind and character of a young [person].”

We are teachers and not just to impart the knowledge of facts, science, but to assist our students to appreciate the holistic education of the mind that goes beyond the facts of reality. Such in-depth education improves students’ level of judgment to include “the fear of the Lord”, respect and love of life, for all.

In the eyes of skilled teachers all students matter; they are unique individuals and each of them has the ability to learn. Such teachers provide their students with self esteem so that they can walk through the world with confidence and a can-do spirit.

According to Bertrand Russell, a modern philosopher, teachers are above every class of people because they are “the guardians of civilization”, daily forming not only legislators, executives and members of the judiciary, but clergy, religious men and women, doctors, nurses, lawyers, engineers, business men and women, just to mention a few.

## 5.0. Objectives of the Curriculum

The curriculum is intended to:

- 5.1. Produce generalist teachers, capable of teaching all subjects at the Primary and JHS levels.
- 5.2. Produce teachers who have a clear grasp of intended outcomes of their teaching activities, who are skilled in monitoring, diagnosing and appropriately providing equal opportunity to all pupils.
- 5.3. Promote close working relationship between Colleges of Education and local schools through the “Out” component of the programme, in which students will acquire practical, hands-on skills in teaching Primary and Junior High School pupils.
- 5.4. Produce generalist and science teachers after four years of inception capable of teaching individual subjects at the Senior High School levels.

## 6.0. Academic Programme

The Christ the Teacher College of Education will offer a 4-Year Bachelor of Education that trains generalist teachers to teach both Primary and Junior High School pupils. It follows a well thought-out programme designed by the Institute of Education of University of Cape Coast for all the Four-Year B.Ed awarding Colleges of Education in Ghana.

This programme aims at achieving quality instruction necessary to meet contemporary teachers' demands and expectations. This curriculum offers a new direction in training our basic school teachers, and ensuring that children receive quality education.

In addition to courses in Education, Practical Activities and General Studies, students will be expected to take at least seven foundation subjects

- English
- Mathematics
- Ghanaian Language and Culture
- Integrated Science
- Environmental and Social Studies
- Pre-Vocational Skills/ Technical Skills
- Religious and Moral Studies.

Technical Skills and French are options to be offered. Students taking these subjects would be exempted from some of the foundation subjects.

## 6.0. COLLEGE UNIFORM

TYPE	BOYS	GIRLS
School ware for lectures	Light blue shirt with three white strips on short sleeves green khaki trouser	Light blue blouse with three white strips around neck sleeve: green khaki shirt with Roman pleats
Foot ware	Black shoes or sandals	Black play deck sandals
House dress	Respective house jersey and khaki trouser	Respective house jersey and khaki shirt
College cloth	Light blue background with shades of green and white code crest	Light blue background with shades of green and white code crest
General Sunday mass	White shirt, black trousers and college tie	White blouse, black skirt with college scarf
Other Sunday service	Traditional style or jampa	Traditional style : kaba & slit

## **5.0. COLLEGE COLOURS: Blue, Green and White**

Blue is the honor of the Blessed Virgin Mary (BVM), the mother of God and Seat of Wisdom (knowledge). She is the metaphorical Abere-wa (old lady) that chiefs and elders consult for direction in the decision making process. In referring to the skies, the colour blue is a reminder to dream big or aim high in all endeavours through hard work. we should not settle for the least; the sky is our limit.

Green is the colour of the forest, the rural areas where the college is located. And in such environment we aspire to serve the less privileged students. Green signifies freshness and a new beginning in our zealous service to God and mankind.

## **II. CONTENT OF PROGRAMME**

### **1.0. Key Features**

The following are the key features of the 4-year Bachelor of Education programme:

- 1.1. It is a 4-year semester programme, spanning eight semesters with teacher-trainees earning a Bachelor of Education Degree Certificate
- 1.2. It enable teacher-trainees who graduate with a B.Ed to upgrade themselves to M. Ed degree level at any relevant tertiary institution; or at CTCE a degree awarding College we envision to be in the near future.
- 1.3. It establishes a judicious balance between theoretical knowledge and practical teaching skills.
- 1.4. It trains teachers to be facilitators of learning
- 1.5. It produces teachers who are creative and innovative researchers in the classroom and can solve problems through action research.
- 1.6. The “Out” component of the programme has duration of 32 weeks (two semesters) in their respective schools.
- 1.7. The programme is intended to support and monitor teacher-trainees’ performance at College, and during their teaching practice experience.

## 2.0. Content of curriculum

**2.1.** The content of the curriculum here described, what pertains to a 4-year B.Ed programme. In developing the curriculum, care has been taken to avoid over-loading students. The foundation subjects selected are those currently being taught in our basic schools. They are:

- English
- Mathematics
- Ghanaian Language and culture
- Integrated Science
- Environmental and Social Studies
- Technical Skills
- Pre-Vocational Skills
- Religious and moral Studies.

**2.2.** The Educational and Professional Studies Courses are designed to cater for the student's professional needs. The Practical Activity Courses such as Music and Dance and Physical Education are also intended to prepare the student for effective handling of the subjects at the basic level. However, the General Studies Courses (Communication and Study Skills, HIV/AIDS, Education and Introduction to Information Technology) are geared towards the students' personal development.

## 4.0. COLLEGE EMBLEM

The college emblem has the pictorial image of Christ standing by a podium with a scroll in his hands. The image is representation of Christ in a Nazorene synagogue reading from a scroll of the prophet Isaiah. "The Spirit of the Lord is upon me, because he has anointed me to bring glad tidings to the poor. He has sent me to proclaim liberty to captives and recovery of sight to the blind, to let the oppressed go free, and to proclaim a year acceptable to the Lord" ( Luke 4:18-19).

Today, this passage is also fulfilled in our ear as we strive to train good teachers to make a difference in the lives of their students. Our teachers are to serve in the rural areas of Ghana giving hope to students in despair. They are committed to bring "freedom" to students who find themselves captivated by bad habits and life-styles such as giving in to substance and process additions. More importantly our potential teachers, in formation feel called to use discernment, human reasoning and experience to bring "sight" to students who doubt themselves to have the mind to study. Some students today feel "blind" because they cannot rely solely on physical reality, what they can observe with their naked eyes; our teacher-trainees shall be formed to perceive the wisdom of God, which includes things beyond natural realm.

We learn from scriptures that the wisdom of the world is foolishness to the Lord. And the foolishness of the Lord is wisdom to the God fearing. Until we understand who God is and develop a reverential fear for him we cannot please him or fathom his relationship with us and the full meaning of life.



### 3.0. MOTTO

Our motto in Latin is Timor Domini Sapientiae Initium, meaning “the fear of the Lord is the beginning of wisdom” (psalm 111:10). In Akan, it means Nyamesuro ne nyansa Mfitiaseε. This implies that without the Lord’s wisdom, true and lasting knowledge cannot be attained; for in him “are hidden all the treasures of the wisdom and knowledge [of God]” (Colossians 2:3)

### 3.0. GREETINGS

Greeting:

Timor Domini, Nyamesuro, Fear of the Lord

Response:

Sapientiae Initium, Nyansa Mfitiaseε, Beginning of wisdom,

**2.3.** Though the programme is oriented towards the production of a generalist teacher some exemptions have been made in order to avoid overloading students. These are:

- a. Students offering French are exempted from Integrated Science
- b. Students offering technical Skills are exempted from Environmental and Social Studies.

### 3.0. COURSE PROCESSES

#### 3.1. Methods of Teaching

Teaching strategies, which give priority to problem-solving, decision making, critical and reflective thinking will be adopted. Student centered and monitoring approaches will be used in some cases. In very few cases, the lecture method or unilateral interaction approach will be adopted. Special emphasis will be placed on practical and tutorial sessions.

#### 3.2. Admission Requirements

- a. An aggregate of 42 or better in six subjects. A1-C6 including mathematics English language and any other four subjects at the SSCE or WASSCE or its equivalent
- b. In addition to the above academic requirements, applicants are interviewed to assess their personality qualities, aptitudes and interest in teaching.
- c. When offered admission, a prospective candidate is expected to pay his/her fees as stipulated by the college. Failure to meet the deadline for payment implies that the prospective candidate has not accepted the admission offer, and will be immediately replaced.

### 3.3. Progress

The knowledge base of beginning teachers is very crucial to their professional performance hence the introduction of which the generalist curriculum seeks to enhance the knowledge base of the trainee teachers. Further it seeks to integrate effectively teacher knowledge with professional performance in order to ensure improvement in teaching and learning.

The content of the programme therefore starts from the revision of SHS work through the second year of the 4-year B.Ed programme offered in any relevant teacher training university. The profile of students who apply to enter the programme will be rigidly examined in order to ensure that students with sound knowledge base are admitted.

### 3.4. Final Assessment

This will be based on 40% Continuous Assessment (C.A.) and 60% End of Semester Examination. Assessment will be part of the whole cycle of learning and not just an external phenomenon. Mentors and link Tutors will complete assessment protocols based on trainees' observation and feedback sessions during the "Out" component of the programme.

pivotal among Adinkra symbols; it represent a list of positive rever-sions, such as, renewal, revival and rejuvenation. In particular, it stands for the need to renew ourselves tradition values of love for life, fear of the Lord, and respect for communal life that enriched our traditional society.

Hwɛmudua is intentionally placed upon Sankɔfa to indicate that our educational vision for excellence and measurable outcomes rests on what is proven and reliable. Hence, we focus on the basics of education: reading, writing, arithmetic, ICT and morality. The importance of reading cannot be overemphasized in any field of study; it promotes independent learning and enhance effective communication at all levels more so in this age of information technology. Writing enables teachers to train students to be creative, innovative, relevant, interesting, entertaining, educative and informative in any field of study. Arithmetic and science provide the foundation for quantitative and qualitative research to uncover solutions to human problems. It also teaches the art and method of correct reasoning or logical analysis. Finally, we believe that morality (religion) forms people to be God fearing, ethical and holistic in all spheres of life, thereby promoting the values of Love , Openness, Transparency, Accountability, Leadership, Justice & Peace, and Innovation (LOTAL JPI) that the world yearns for so earnestly.

## VII. APPENDIX

### CHRIST THE TEACHER COLLEGE OF EDUCATION, ICARD-APPIADU

#### 1.0. COLLEGE CREST

The Crest of Christ the Teacher College of Education embodies a Cross and two Adinkra symbols, namely, *Hwɛmudua* and *Sankɔfa*.

The cross is a basic symbol for Christ after whom the college is named. The cross is a reminder to us that nothing comes easy; Jesus suffered before his triumph over evil to bring us salvation. Through sacrifice and hard work, we are confident to achieve our goals in education and in life. Christ the teacher taught us many things including a prayer in which we call God, "Our Father". Christ is the way, the truth and the life; through his sacrifice we have a loving relationship with our Father (cf. John 4:16). Just as his ministry was disciple-centered so are we student-centered in our vocation of teaching.

*Hwɛmudua* (sɛ wo hwɛ mu mu a na wo hunu mu) literary means when you examine a thing, its content or value will be known; when you shake *nunum* (a scented shrub) you will know its scent. *Hwɛ mu* means 'look in', and *dua* refers to 'stick', therefore, *Hwɛmudua* represents the stick or rod which is used to 'look in' or 'measure' things. The philosophy of this symbol finds practical application in all aspects of life by upholding high quality standards, and abhorring mediocrity. In general it is an instrument for investigation and critical examination of self, others and things; it ensures quality control of products, and the maintenances of standards for excellence. For our College, *Hwɛmudua* is a cue to produce a high caliber of good teachers who are very professional, and committed to serve the needy.

*Sankɔfa* (sɛ wo wɛrɛ fi na wo Sankɔfa a yɛnkyi) literary means "if you forget and go back and take, it is no taboo". *Sankɔfa*, as a proverbial bird that has her feet pointing in the forward direction; but the same time its head is turned backward. The motif of this symbol implies that the past will always have relevance for us today and tomorrow. It promotes the idea of acquiring wisdom and knowledge from history and not to repeat the mistake of the past. In other words, we learn from the past in order to develop effectively our present and future situations. *Sankɔfa* (go back and take) is

#### 3.5. Continuous Assessment

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

1 credit course: 1 Assignment (10 marks) + Class test (30 marks) = 40 marks

2 credits: 1 Assignment (10 marks) + 2 Class tests (30 marks) = 40 marks

3 credits: 2 Assignments (15 marks) + 2 Class tests (25 marks) = 40 marks

The college will monitor and moderate the questions and scoring procedures used in generating the C. A. scores. The Principal, Vice-Principal, Assessment Officers and Heads of Departments will assist in this direction.

#### 3.6. End-of-Semester Examination

A semester lasts for sixteen weeks. The End-of-Semester Examinations will be conducted at the college by the Institute of Education. In line with the Semester Course Unit System (SCUS) of the University of Cape Coast (UCC), the fourteenth week will be used as a revision week whilst the last two weeks will be used for the End-of-Semester Examination.

### 3.7. Duration of End-of-Semester Examinations

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

- 1 Credit Course: 1 - 1½ hours
- 2 Credit Hours : 1 ½ - 2½ hours
- 3 Credit Hours : 2 ½ – 3 ½ hours

### 3.8. Grading Scale

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

Raw Score	Grade	Credit Value	Interpretation
80- 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Average
60 – 64	C	2.0	Fair
55 – 59	D+	1.5	Barely satisfactory
50 -54	D	1.0	Weak Pass
Below 50	E	0.0.	Fail

- a. Obtain at least a pass in all the subjects
- b. Accumulate the minimum of 4 credit specified for first year
- c. Attain a minimum of CGAP of 1.0

### . Amendment / Addendum

- 1.0. Any provision (s) in this Handbook and Student Guide may be subject to amendment as and when the need so arises
- 2.0. Any such amendment/addendum shall be gazetted/ promulgated and signed by the Principal and attached to this Handbook/Student guide and shall therefore become part of this Handbook/Student Guide.

S/No.	Name	Subject Areas
6	Dr. Bernice Amofoa Patrick Twumasi Dickson Arthur	Agric
7	Dr. Atta Kusi Ankrah Jennifer Sefaah Tebi Belinda Owusu Zigli	Visual Art
8	Daniel Appiah Anthony Otu Abban	Guidance & Counselling
9	Paul Mensah Benard Perbi	ICT
10	Isaac Forson Adjei Benjamin Saah	Information Literacy
11	Emmanuel Antwi Fordjuor Joyce Amankwa Kankam Isaac Opoku Broni Georgina Adu	Ghanaian Language
12	William Badu Kwateng Stephen Opoku	RME
13	Ernest Owusu Adjei	Physical Education

### 3.9. Referral

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

### 3.10. Referral in final year courses

Students who fail final year papers have up to two years to redeem themselves at the end of the second semester Of each year.

### 3.11. Dismissal

a level 100 student who loses a total of twelve (12) credits or more registered for an academic year (either in the first year, second or both semesters) will be dismissed for poor academic performance for that academic year. Such a student may however apply for re-admission the following academic year.

### 3.12. Supplementary end of semester examination for level 100 students

Level 100 to 200

A level 100 student who loses 1 to 11 credits in either the first, second or both semesters shall be given an opportunity to write end- of-semester examination before the start of the ensuring year. The supplementary end of semester examination for level 100 students shall be

marked over 60 and be added to the continuous assessment score which the student would have obtained during the course of the semester. The student will be withdrawn for poor academic performance if he/she is unable to pass all the failed courses in the supplementary end-of-semester examination.

A level 100 student who fails the supplementary end-of-semester examination and is withdrawn may re-apply for admission the following year.

#### Level 200-300

To progress from level 200 to 300, the student must:

- a) To attain a minimum C.G.P.A of 1.0
- b) Pass at least 30 credits for the current year
- c) Not lose more than a total of six (6) credits in the courses registered for the academic year.

A student who fails to satisfy any of all of the above conditions in the end-of-semester examination shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below.

#### 3.13. Probation

If a student fails up to 6 credits shall be no probation. He/she will progress to the next level but will be required to repeat those failed courses.

## VI. ACADEMIC STAFF

S/No.	Name	Subject Areas
1	Dorah Mensah George Adu Irene Berengar Duku Peter Narh	English Languages
2	Patrick Ampofo (HOD) Frank Ayiku Fidelis Oheneba Osei Nyame Charles Adu Gyamfi	Maths
3	<b>Prof. Theophilus Aquinas Ossei Anto</b> <b>(HOD and HOP )</b> Louis Kyei –Tuffuor Augustine Owusu Achiaw Asare Boakye Ansah	Science
4	Dr. Samuel Kwadwo Aboagye (HoP) Rev. Fr. Dr. Paul Kwasi Kumah Eric Osei Yaw Eric Asamoah Boadi	Social Studies
5	Rev. Msgr. Dr. Louis Kofi Tuffuor Gift Choutaa Ziem (HoD) Patrick Kofi Boadu Francis Boateng Andrew Acheampong Atansah Kwabena Assibey Bernard Owusu Kwarteng Clement Addo Fordwuor Justice Owusu Amoako	Education

11.3. The SRC shall make representations to the authorities of the College on matters affecting students

11.4. The SRC shall be governed by a Constitution promulgated by the Academic Board.

## **12.0. Clubs and Societies**

12.1. Students shall have freedom of Association

12.2. However, only Club/Societies recognized by the Academic Board shall be entitled to use College facilities

12.3. Every society or Club which collects or receives official funds must account for its financial operations in accordance with the College Financial and Stores Regulations

12.4. No club shall collect money from students without permission from the Principal.

a) A student on probation shall be required to take quizzes, assignments and end-of—semester examination for the repeated courses (s).

b) A student on probation has two (2) chances to pass the failed course (s).

## **3.14. External Candidate**

If a student fails a total of 7 to 12 credits, he/she will be allowed to repeat the failed courses as an 'external candidate' An external candidate is not taking the full complement of courses; he/she is therefore reading only repeated or failed courses. He/she will register the repeated and failed courses only and must pass them within one academic year before progressing to the next level.

Further more an external candidate

- a. Will retain a lower level status until he/she meets the requirements for progression.
- b. Will be required to attend tutorials and practicals, fulfill continuous assessment requirements and pay 60% of the approved college fees and any other fees to be determined by the college from time to time.
- c. Must pass the repeated courses at one sitting only. If an external candidate fails to pass any of the failed courses, he/she will be dismissed for poor academic performance.

- a. Students can assume external candidacy only once during their studentship.
- b. A continuing student who loses more than 12 credits (through absence or resit(s)) will be dismissed outright.

### **3.15. Class Attendance**

To obtain a grade for a course, in the Semester Course Unit System (SCUS) the student shall not absent him/herself for more than the equivalent of three weeks contact hours for the course. For a one-credit course, the number of classes missed by the student shall not exceed six (6); and for a three-credit course, the number of classes missed shall not exceed nine (9).

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

- d. Payment or restitution shall be made for losing or damaging any property of the College
- e. Forfeiting residential rights (debordinalization)
- f. Dismissal from the College

The College Principal shall appoint a committee of enquiry to investigate cases likely to attract the imposition of a major penalty against a student.

The findings and recommendations of such a committee shall be forwarded to the Principal for the necessary action to be taken.

### **10.0. Appeal**

Any student who is aggrieved of any disciplinary action against him/her may appeal to the Principal within two weeks upon the receipt of the notice of the punishment. The Principal, upon receipt of the appeal, may review or cause the review of the punishment by taking into consideration the circumstances of the case.

### **11.0. Students Representative Council (SRC)**

11.1. Subject to the College Statutes and regulations, the College recognizes the SRC as the legitimate representative organ of the student body as a whole.

11.2. The College does not recognize any other body or organization in or outside the College which propose to speak on behalf of the student body.



## 6.0. Access to Regulations

Copies of College regulations shall be made available to the Heads of Department, Dean of Students, SRC and shall be made available to students. Students are expected to be familiar with all regulations; ignorance of them shall not be an acceptable excuse for breach of discipline.

## 7.0. Enforcement of Regulations

Members of the academic staff, the Academic Board, Dean of students or any person (s) so authorized, for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct.

## 8.0. Misconduct

It shall be a misconduct for any student to do acts without reasonable and justification excuse or fail to perform in a proper manner any duty imposed upon him/her or which contravenes any regulation, instruction or directives related to students of the College, or tends to bring the College into disrepute.

## 9.0. Penalties

A student who is deemed to have misconducted him/herself may be liable to one or more of the following penalties:

- a. Warning
- b. Internal suspension with hard labour (weeding, scrubbing, sweeping etc.)
- c. External suspension.

## 3.16. B.Ed Classification

Degree will be classified according to the student's Cumulative Grade Point Average (CGPA) as follows:

Class Designation	C.G.P.A.
1 <sup>st</sup> Class	3.6 – 4.0
2 <sup>nd</sup> Class Upper Division	3.0 – 3.5
2 <sup>nd</sup> Class (Lower Division)	2.5 – 2.9.
3 <sup>rd</sup> Class Division	2.0 – 2.4.
Pass	1.0 – 1.9
Fail	Below 1.0.

#### **4.0. EXAMINATION RULES AND REGULATIONS FOR THE COLLEGE OF EDUCATION**

The following guidelines will govern the conduct of all examinations in the college of education.

It is the duty of all concerned (candidates, invigilators, supervisors, and assistant supervisors) to acquaint themselves with these rules and regulations.

##### **4.1. Qualification to write Examinations**

A candidate shall qualify to write Examination in the college of education if:

- a. He/She had registered and followed the approved course as a regular Student and had not absent himself/herself for more than the equivalent of three weeks contact hours for the course.
- b. He/She had a continuous assessment marks for relevant subject areas;
- c. He/She is not under suspension from the College

5.6. During the procession/demonstration, nothing shall be done and said that might occasion violence or cause a breach of public peace

5.7. The organizer(s) of the procession/demonstration shall be held responsible for any acts of violence and/or breach of College code or any other regulations that may occur during the procession/demonstration

5.8. Notwithstanding sub-paragraph (vi) above, an individual who commits an act of violence or breach of College regulations during any procession/demonstration shall be held responsible for his/her actions.

5.9. The Principal may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.

5.10. If in the Principal's opinion, the procession/demonstration shall likely lead to a breach of peace or cause serious interference with the work of the College, he may determine the next course of action.

5.11. The fact that a procession/demonstration is not prohibited does not imply that the College either approves of it or is in sympathy with its objectives

5.12. The Police/Army shall be alerted by the Principal as soon as an emergency situation occurs, if the situation gets out of hand or threatens to get out of control and/or violence is resorted to, the Principal shall ask the security agents to assist to restore order.

with students will be grounds for sanctions by College authorities, corresponding to the seriousness of the offense

4.3. The Disciplinary Committee of the College will review the case of a student charged with an infraction of College regulations and impose sanctions as warranted.

4.4. A student not satisfied with the decision of the Disciplinary Committee may appeal to the College Principal, who will determine the next course of action.

## **5.0. Demonstration and Processions**

5.1. Any student or students wishing to organize a procession/demonstration in the College shall notify the Principal in writing, through their accredited leaders.

5.2. Such notice shall be given to the Principal 48 hours before the procession/demonstration begins

5.3. The notification shall state the purpose of the procession/demonstration and the name (s) of the organizer (s)

5.4. No procession/demonstration shall be held between the hours of 6.00 p.m. and 6.00 a.m.

5.5. The procession/demonstration shall follow a route approved by the Principal and keep as close to the left side of the roads as to facilitate free passage of vehicular traffic; it shall do nothing to obstruct traffic.

## **4.2. Examination room and seating arrangements**

- a. The examination will take place at approved venues indicated by the college. It shall be the duty of the candidates to consult the Time Table and ascertain the papers to be written each day.
- b. It would be the sole responsibility of the Academic section of the College to seat students in the various examination venues for all examinations.

## **4.3. Identity Cards**

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

Candidates who have misplaced their Identity Cards, should report to the Vice Principal (Academic) for replacement for a fee before examination

Candidates who have no evidence of the college identity cards will not be allowed to take the examination.

## **4.4. Entering and leaving Examination Room**

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

- b. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.
- c. A candidate shall not bring to the examination room any book, papers, written information or any other unauthorized material. Bags, mobile phones/organizers, programmable calculators, are not allowed in the examination room (s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room. A candidate who is suspected of hiding unauthorized material on him/her may be asked by the invigilator to submit himself/herself to a body search. Refusal to comply would constitute an examination Offense.
- d. Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the supervisor/ invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- e. Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last fifteen minutes of the examination.

2.0. The general laws of Ghana apply to all persons in the College. Thus the use of prohibited drugs and engagement in other illegal activities are not condoned. Other activities which are prohibited and which are subject to sanction are the following:

2.1. Defacement and /or intentional damage to College goods and property.

2.2. Every type of fraudulent activity such as cheating in examinations and plagiarism in the performance of academic work;

2.3. Lack of respect for College personnel;

2.4. Engagement in political activity that may prejudice the name of the College.

3.0. Disciplinary sanctions will be imposed as warranted, according to the nature of the infraction and the competency of the College

3.1. Illegal activities will be reported to the appropriate public authorities, with suspension or expulsion from the College, depending on the seriousness of the offense

3.2. Fraud and plagiarism may result in suspension or expulsion, depending on the seriousness of the offense and the judgment of the proper College authority

4.0. Relationships between College staff members and students are to be marked by professionalism, cooperation and respect.

4.2. Inappropriate behavior of College staff members in having illicit relationships

## **V. POLICIES ON BEHAVIOUR**

### **1.0. Policies Regarding Students Conduct and Behavior**

1.1. The Christ the Teacher Catholic College of Education seeks to produce graduates who are of outstanding character and personal integrity, who will be leaders in their communities, and who will be equipped to contribute to the future and development of Ghana. As a Catholic Institution our College emphasizes moral standards and ethical code of service to others. Students in turn are expected to foster these values of honesty, respect and service one another during their time at the College.

1.2. Students are expected to conduct themselves accordingly, respecting the rights of others and conforming to the accepted norms of social behavior. A student who violates these rights and norms will be sanctioned accordingly.

1.3. Only students who are enrolled in the Christ the Teacher Catholic College of Education and those authorized are entitled to use the facilities and properties of the College, including the library and IT Centre. Library books especially must be cared for and normally will not be withdrawn for use outside the library and other designated study areas. When on the College grounds, students are expected to carry with them their students identification cards.

- f. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisor/invigilator who shall collect the candidates answer booklets before he/she is permitted to leave.
- g. Candidates who fall ill in the examination room should inform the supervisor/invigilator for appropriate action to be taken

### **5.0. Procedures during Examination**

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

5.2. No part of the answer booklet may be torn off and all answer booklets must be on the table. Rough work must be done in the answer booklets and should be crossed out to show that it is not part of the answer.

5.3. It shall be the candidates' responsibility to provide for themselves such materials as pens, pencils, erasers, rulers, calculators for the examination. Borrowing of materials would not be allowed. Candidates are to ensure that they are given the right question papers and other material(s) needed for the examination.

5.4. Under no circumstance should a candidate write his/her name on any part of the answer booklet provided. Candidates are required to use only their index numbers throughout the examination period. Unless otherwise instructed, candidates are required to sit according to their index numbers for all written papers.

5.5. There should be no verbal or any form communication between candidates during the period of the examination.

5.6. Candidates would be told by the invigilators (s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

5.7. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the supervisor/invigilator before they leave the examination room. Candidates have personal responsibility for ensuring that their booklets are collected by the supervisor/ invigilator.

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

## **2. TUITION FEES**

The annual tuition fees for the academic year shall be paid in each semester by students.

### **3. Other Fees**

In addition to tuition fees, students will be required to pay the following;

- ♦ Registration Fees
- ♦ Matriculation Fees
- ♦ Student ID card
- ♦ Electricity & Water
- ♦ Hostel Fees
- ♦ First Aid services
- ♦ SRC Dues
- ♦ Library
- ♦ Sport & Games
- ♦ Examination Fees
- ♦ ICT Services
- ♦ Entertainment
- ♦ House Dues

These fees include the use of the computer laboratory but not photocopying and printing. Students who damage or lose books or other College property will pay to replace or repair the damaged or lost property.

## **IV. FEES IN GENERAL**

### **1.0. Students Fees**

- a. All students are required to pay full tuition and other Fees at the beginning of each semester
- b. Any student with arrears of fees more than 2 months in the subsequent Semester shall be liable to expulsion from the College
- c. Such students shall NOT be entitled to attend lectures, tutorials, classes or any kind of teaching or to participate in research activities of the College, shall not be allowed to sit for or receive the results of any examination, or to use the College library of the IT facility or any other College facility or to remain in College accommodation.
- d. Any student whose previous session account is not fully paid up will normally be prevented from registering the subsequent session of the College courses.
- e. Any student who has not paid up his/her fees or any other debt owed the College will not normally be eligible to have a degree conferred or receive an award or a diploma or certificate or any other qualification from the College until the fees or debt has been paid.
- f. All students are required to sign up for an e-mail account in the College website and ensure that the account is active. All bills and other fee related notices may be sent through students e-mail.

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

### **6.0 Absence from Examination**

6.1. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.

The following and others shall not be accepted as reasons for being absent from any Examination:

Mis-reading the time-table

Forgetting the date or time of the examination

Inability to locate the examination hall

Over sleeping

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

6.3. It is the responsibility of the candidate to arrange with his/her Doctor for any medical evidence to be certified

by the Principal to be forwarded to the Director, Institute of Education.

6.4. In cases of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) must submit to the Principal for onward submission to the Director, Institute of Education:

- a) A written explanation of the absence and
- b) Evidence of the cause, where possible.

19. Use of cell phone during lectures, in the dormitory, classroom, dining hall, chapel, etc.	Confiscation of cell phone and manual labour
20. Practice of Occultism in the school	Dismissal
21. Flouting of rules in the Dormitories, Dining Hall, Chapel, Lecture rooms,  regarding punctuality, prescribed attire, noise making and absenteeism	1 <sup>st</sup> Offense: Manual work 2 <sup>nd</sup> Offense- internal suspension 3 <sup>rd</sup> Offense - dismissal

### **OTHER REGULATIONS**

Finally as new cases arise or Offenses evolve which are not covered in this document, the Disciplinary Committee headed by the Vice Principal and further in consultation with the Board of Governors shall take the necessary action as it deems fit.



11. Sexual misconduct – thus, amorous relationship with a colleague, member of staff (teaching and non-teaching) or their dependents.  Homosexuality, Gay /Lesbianism (i.e. attraction between people of the same sex). Pornographic indulgence	Dismissal
12. Rape and Defilement	Dismissal
13. Possession, sale or use of narcotic drugs, marijuana, cocaine, heroin or any other drugs as the school authorities may determine	Dismissal
14. Possession, sale or use of liquor or drunkenness	1 <sup>st</sup> Offense: Suspension 2 <sup>nd</sup> Offense: Dismissal
15. Breaking of bounds/truancy including refusal to attend classes or official functions	1 <sup>st</sup> Offense: manual work with counseling 2 <sup>nd</sup> Offense: Suspension 3 <sup>rd</sup> Offense: Dismissal
16. Fighting/Quarrelling	Punishment will range from manual work to dismissal according to the gravity of the Offense
17. Travelling outside school without permission	1 <sup>st</sup> Offense: 3 days manual labour 2 <sup>nd</sup> Offense: Suspension
18. Leaving school under false pretences	1 <sup>st</sup> Offense: 3 days manual labour 2 <sup>nd</sup> Offense; Suspension

## 7.0 EXAMINATION OFFENSES

All cases of examination Offenses shall be investigated by the Disciplinary Committee and detailed reports submitted to the Principal after the examination, for further action.

An examination offense shall be understood to be any attempt on the part of the candidate to gain an unfair advantage in examinations.

These include:

7.1. Leakages of Examination questions. This involves any knowledge or possession of examination questions before the examination.

7.2. Possession of unauthorized materials related to the examinations and likely to be used during examinations e.g. Blank pieces (s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, ipods, and mp3.

7.3. Copying from prepared notes or from a colleague's script during examination, stealing, converting or misappropriating the scripts during or after the examination, illicit communication, etc.

7.4. Persistently looking over other candidates' shoulders (i.e. stretching neck or 'giraffing').

7.5. Impersonating another candidate or allowing one's self to be impersonated.

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

7.7. Consulting or trying to consult during examination any books, notes or other candidates or disturbing their attention.

7.8. Persistently disturbing other candidates or disturbing their attention

7.9. Bringing into examination Centre or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized person (s) and other candidates in the examination hall.

7.10. Verbal or physical assault on an invigilator or any other person over alleged examination offense.

7.11. Destroying materials suspected to help establish cases of examination malpractices e.g. blank pieces of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, ipod and mp3.

7.12. Destroying any examination materials inside or outside examination hall, e.g. tearing of leaflets from answer booklets and tearing question papers.

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

7.14. Frequently seeking permission to leave the hall during the examination.

7.15. Failure to write index number on question paper after persistent reminder.

7.16. Fabrication fake-claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.

## 10.0. Recommended punishment for offenses

OFFENSE	PENALTY
1. Cheating in Examination	Dismissal, UCC
2. Writing of anonymous letters	First Offense: Suspension Second Offense: Dismissal
3. Incitement of others to riot	Dismissal ring leaders. Parents would be made to pay cost of damage
4. Deliberate distortion on facts	3 days manual work with counseling
5. Character assassination	First Offense: Suspension Second Offense: Dismissal
6. Flouting the authority of school prefects enforcing school rules and regulations	First Offense: Manual work plus public apology 2 <sup>nd</sup> Offense: Dismissal
7. Flouting the authority of the Principal and other members of staff	Suspension/Dismissal First & Second Offense respectively
8. Failing to perform morning duties	2 days manual work
9. Stealing	Dismissal
10. Failure to write examination without permission or any justifiable reason	1st Offense: repetition of class 2 <sup>nd</sup> Offense: Dismissal

## **8.0. Exeat**

- 8.1 Exeat to nearby villages and towns in the Kumasi metro are permitted for four (4) maximum times in a semester or 3 consecutive days, once in a semester.
- 8.2. Exeat cards must be signed by the Dean of students upon students return from town
- 8.3. To travel outside the Kumasi metro, permission must be requested from the Principal through the Dean of students or any master authorized by the Principal. This permission will be granted only for very serious reasons.
- 8.4. Health Related Permission must be referred to the master in-charge of the infirmiry.
- 8.5. General exeat may be allowed on special days, students must not travel outside Kumasi metro and must return at the stipulated time.

## **9.0. Visits**

- 9.1. Visiting hours fall on Sundays from 10.00 a.m. to 5.00 p.m.
- 9.2. Visitors are not allowed on campus outside the visiting hours
- 9.3. Visitors are not allowed to enter the boarding house and the kitchen
- 9.4. Visitors are not allowed to sleep in the school
- 9.5. Students are not to accompany visitors beyond the entrance gate of the college

7.17. Plagiarism- copying another's work and pretending it is one's own, substantial use of another person's work and the submission of it as though it was one's own.

7.18. Attempting to, or trying to influence examiners/ invigilators to alter or change marks.

## 8.0. PENALTIES FOR EXAMINATION OFFENSES

OFFENSE	PANALTY
1. Leakage of examination questions. This involves any knowledge or possession of examination ques-	Dismissal of offender (s) involved
2. Possession of unauthorized materials (s) related to the examination e.g. blank pieces of papers, notes, textbooks, prepared materials, programmable calculators, mobile phone, ipods and mp3	Cancellation of the candidate's particular paper (s) to be written when the paper is being taken the following year
3. Copying from prepared notes or from colleague's script during examination, stealing, converting or misappropriating the scripts of other candidates, substituting worked scripts during or after the examination, exchanging question	Cancellation of the candidate's paper and rewrite the following year when the paper is being taken
4. Persistently looking over the other candidate's shoulder (stretching neck or giraffing) in order to cheat	1 <sup>st</sup> Offense: the report should be documented and filed and candidate made to sign a bond. 2 <sup>nd</sup> Offense : cancellation of paper to be written the following year when the paper is written

## 6.2. Study Periods

- Study periods as listed on a daily order must be strictly observed
- Evening studies take place in students respective classrooms
- However, students can go to the library and may have discussions during or after study periods
- All disturbances at the study area must be avoided
- Class Prefects should ensure that classroom verandahs and nearby lawns are clean and free of litter at all times.

## 7.0. Manual labour, Sport and Entertainment

- Students are expected to participate in these activities in accordance with the daily schedule.
- Students should attend lectures with the necessary equipment and tools.

#### 4.0. Dining Hall

- 4.1. Table manners are to be observed at all times
- 4.2. Food must not be taken out of the dining hall except authorized by the infirmarian.
- 4.3. Students must go to the dining hall in their prescribed attire. Under no circumstance should a student come to the dining hall in his work or games attire.
- 4.4. Any special menu must be approved and / or renewed by a medical doctor periodically.

#### 5.0. Chapel

5.1. All are expected to show a respectful attitude while in chapel. This includes avoidance of noise making, talking, studying lecture notes, etc.

5.2 No food or beverage is allowed in the Chapel

#### 6.0. Class and Study Periods

##### 6.1 Class Periods

- a. Students should not enter or leave a classroom while the class is in session without the permission of the presiding master or mistress.
- b. Students should train and control themselves to attend to nature's call only during break periods.
- c. Written assignments must be completed and submitted on time.

5. Impersonation – impersonating another candidate or allowing one's self to be impersonated	Dismissal or prosecution of candidates involved
6. Assisting or attempting to assist, another candidate or non candidate in examination	Cancellation of candidate's paper and to re-write the following year when the paper is being taken
7. Consulting or trying to consult during the examination any book, notes or any device other electronic device e.g. programmable calculators, mobile phones, ipods and mp3	Cancellation of candidate's paper and to re-write the following year when the paper is being taken
8. Persistently disturbing other candidate (s) or distracting their attention	Stopping candidate (s) from continuing the examination
9. A. Verbal assault/threat on supervisors/invigilators/examiners inside or outside examination hall.  B. Physical assault/ or supervisors/ examiners or any authorized person inside or outside the examination hall	Cancellation of the candidate's paper and suspension for 1 year  Dismissal and prosecution of candidate (s) involved
10. Bringing into the examination hall or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized persons and other candidates in the hall.	Dismissal and prosecution of candidate (s) involved

11. Destroying the materials suspected to be evidence against offender, e.g. blank piece (s) or paper, notes, textbooks, prepared materials or any other printed materials (s), programmable calculators, mobile phones, ipods and	Cancellation of the candidate's paper and rustication for 1 year
12. Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from the answer booklets, tearing question papers	Cancellation of the candidate's paper and to re-write the following year when the paper is being taken
13. Writing after examination had ended after persistent reminder	Caution for 1 <sup>st</sup> Offense. From 2 <sup>nd</sup> Offense, paper is to be cancelled and candidate to rewrite the following year when the paper is being taken
14. Frequently seeking permission to attend nature's call with intent to cheat and cheating	Caution for the 1 <sup>st</sup> time, For the 2 <sup>nd</sup> Offense, stop candidate from continuing the examination and apply the necessary sanction for cheating in examination
15. Failure to write index number on question paper after persistent reminder.	Caution for the first time. After the first caution if the index Number is still not written it should be interpreted as intention to cheat. Candidates should be stopped from writing the

### 3.3. Bathhouse

3.3.1. Bathrooms and toilets are to be kept clean at all times

3.3.2. Students should be decently clothed when walking to and from the Bathroom

3.3.3. Taps should be turned off when not in use

3.3.4. The following are forbidden at the boarding house:

- a. Talking after curfew and during siesta
- b. Eating at the bathhouse
- c. Shouting/Noise making
- d. Using electrical appliances like radio, tape recorder, electric heater, video, electric iron, electric stoves, cookers, etc. are not allowed.

### 3.0. HOSTELS

#### 3.1. Dormitories

- a. Beds must be properly dressed after rising
- b. Dormitories are out of bounds during the following times:
  - \* Chapel periods
  - \* Class periods
  - \* Dining periods
  - \* Work, games and Entertainment periods and any other school gatherings
- c. Eating in the dormitory is prohibited. No food or beverage is allowed in the dormitory

#### 3.2. Sick Bay

- a. Students who are ill must recuperate at the sick bay
- b. No one must sleep at the sick bay without permission from the dean of students, the spiritual director or the College nurse
- c. Visits must not be made to students at the sick bay during lecture hours but can be done at study times.

16. Fabrication of data – claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been obtained	Cancellation of candidate's project work. Candidate to undertake another field work under supervision.
17. Plagiarism – reproducing other people's work without acknowledging the source; copying another's work and pretending it is one's own substantial use of another people's work and the submission of its as though it was one's own.	Cancellation of candidate's project work. Candidate to rewrite essay on a different topic.
18. Attempting or trying to influence examiners to alter or change marks, e.g. writing statements in answer booklets in the form of please, supervisors and invigilators.	Cancellation of candidate's paper and to rewrite the following year.

### III. CODE OF CONDUCT

#### 1.0. GENERAL

- 1.1. Honesty and good manners are required at all times
- 1.2. Students must respect the authority of staff members, prefects and others who enforce rules and regulations.
- 1.3. Punctuality must be observed at all times according to the school time table
- 1.4. School property, including furniture, books etc. are to be handled carefully. A student will be required to pay for anything lost or damaged through negligence.
- 1.5. The following places are out of bounds to students except with permission for legitimate business
  - a. Kitchen
  - b. Offices (when students have no legitimate business there)
  - c. Staff Room
  - d. Staff Quarters
  - e. Library (when the Librarian is not around)
- 1.6. Since skills in English are very important for education, students are required to speak only English or French if possible.

### 2.0. KITS

2.1. Students are required to obtain all items listed on college prospectus

#### 2.2. College Uniform (Dress Code)

- a. For lectures; khaki trousers and light blue shirt for the guys and light blue dress for the ladies
- b. In the evening starting from supper time; khaki trousers and white shirts for guys and blue/green check dress for the ladies.
- c. Under no circumstances should a student be found with or wearing an unprescribed attire. If an unprescribed attire is found on a student it would be confiscated.
- d. Bathroom slippers or sandals of similar design must not be worn with any uniform. Such sandals will be ceased. Students must wear uniforms that are neatly mended where necessary.
- e. On Sundays and feast days: white shirts with blue tie and black trousers for guys, and white shirt with black skirt or cloth for ladies.