

INSTITUTIONAL POLICY ON RULES AND REGULATIONS

Ejura College of Agriculture and Mechanization Centre

1.0 PREAMBLE

This Institutional Policy on Rules and Regulations establishes the governance framework for academic, administrative, and student conduct within Ejura Agricultural College and Mechanization Centre (EACMC). It provides standards of behaviour, academic integrity requirements, and operational procedures to ensure discipline, safety, and excellence in agricultural training.

This Policy is binding on all students, staff, and affiliated persons of the College.

2.0 LEGAL STATUS AND AUTHORITY

EACMC was established in 1964 and operates under the authority of the Ministry of Food and Agriculture. The College is accredited and recognized by the Ministry and functions within the framework of national educational and agricultural training policies.

The Principal is the Chief Executive Officer of the College and has ultimate authority over institutional discipline and administration.

3.0 VISION, MISSION AND OBJECTIVES

3.1 Vision

To be a Centre of Excellence delivering dynamic, practical and demand-driven agricultural training.

3.2 Mission

To provide quality theoretical and practical agricultural education that builds entrepreneurial capacity and sustainable agribusiness competence.

3.3 Objectives

The College shall:

- Train middle-level agricultural manpower.
- Promote agribusiness entrepreneurship.
- Deliver extension, advisory and technical services.
- Foster research and farmer–industry collaboration.

4.0 ADMINISTRATIVE STRUCTURE

The College governance structure comprises:

- Principal
- Vice Principal
- Dean of Students
- Heads of Academic Departments
- Administrative and Support Units
- Students and staff shall comply with directives issued by duly authorized officers of the College.

5.0 ACADEMIC REGULATIONS

5.1 Academic Calendar

Regular Programme:

First Semester: August – December

Second Semester: February – June

A semester consists of:

- 13 weeks of teaching
- 1 week of revision
- 2 weeks of examinations

5.2 Field Work Requirement

Morning field practicals are compulsory:

Regular students: 6:00am – 8:00am

Absence from fieldwork requires a valid medical certificate.

6.0 ATTENDANCE POLICY

A student shall qualify to write examinations only if:

He/she has not absented himself/herself for more than 40% of contact hours.

Continuous assessment requirements are fulfilled.

All prescribed fees are paid.

He/she is not under suspension.

7.0 EXAMINATION REGULATIONS

7.1 Entry into Examination Hall

Students must report 30 minutes before commencement.

No entry 30 minutes after start time.

No extra time for late arrival.

Minimum stay: 30 minutes.

No exit during last 15 minutes.

7.2 Prohibited Materials

The following are strictly prohibited:

Mobile phones

Programmable calculators

Bags

Unauthorized notes or materials

Violation constitutes an examination offence.

7.3 Examination Offences and Sanctions

Offences include but are not limited to:

Leakage of examination questions (Dismissal)

Impersonation (Dismissal)

Copying or collusion (Cancellation and/or Rustication)

Possession of unauthorized materials (Cancellation)

Assault on invigilator (Dismissal)

Sanctions shall be determined by the Examination Board and approved by the Academic Board.

8.0 GRADING SYSTEM

Grade

Score (%)

Grade Point

Interpretation

A

80–100

4.0

Excellent

B+

75–79

3.5

Very Good

B

70–74

3.0

Good

C+

65–69

2.5

Above Average

C

60–64

2.0

Average

D+

55–59

1.5

Satisfactory

D

50–54

1.0

Pass

E

0–49

<1.0

Fail

8.1 Classification of Certificate

Based on Final Cumulative Grade Point Average (FCGPA):

First Class: 3.6 – 4.0

Second Class Upper: 3.0 – 3.5

Second Class Lower: 2.5 – 2.9

Third Class: 2.0 – 2.4

Pass: 1.5 – 1.9

Fail: Below 1.5

9.0 STUDENT CONDUCT POLICY

9.1 General Standard

Students shall conduct themselves in a manner that promotes academic excellence, safety, and institutional integrity.

9.2 Non-Academic Misconduct

The following constitute serious violations:

a) Alcohol Violations

Possession or consumption of alcohol within College premises without authorisation.

b) Harassment

Unwelcome conduct that interferes with academic participation or violates civil or criminal law.

c) Infliction or Threat of Bodily Harm

Including violent acts, reckless behaviour, or endangerment.

d) Provision of False Information

Forgery, falsification of documents, misrepresentation.

e) Sexual Misconduct

Includes rape, sexual assault, and non-consensual contact. Offenders are subject to institutional sanctions and possible criminal prosecution.

f) Theft

Unauthorized taking or use of property, including keys and academic materials.

Sanctions may include warning, suspension, rustication, or dismissal.

10.0 DRESS CODE

Except during fieldwork or designated practical sessions:

Male students: White short-sleeved shirt and khaki trousers.

Female students: White short-sleeved shirt and khaki trousers or skirt.

Students must maintain decency and professionalism at all times.

11.0 STUDENT GOVERNANCE

11.1 Students' Representative Council (SRC)

All students are automatic members of the SRC. The SRC acts as the official communication channel between students and Management.

11.2 Clubs and Associations

Must register with the Dean of Students.

Annual re-registration required.

Unauthorized associations are prohibited.

Religious groups must also register annually.

12.0 PROCESSIONS AND DEMONSTRATIONS

Written permission from the Principal is mandatory.

Application must be submitted at least 7 working days prior.

Organisers bear personal responsibility for damages or breaches.

Disruption of lectures or violence constitutes a major offence.

13.0 USE OF COLLEGE FACILITIES

Prior written approval required.

Organisers liable for damages.

Unauthorised use constitutes a major offence.

14.0 INTERNSHIP POLICY

Internship/Industrial Attachment is compulsory:

Regular Programme: Minimum 8 weeks

Sandwich Programme: As prescribed

Students must submit written reports for assessment. Failure to complete internship requirements may affect graduation eligibility.

15.0 DEFERMENT POLICY

Programme interruption permitted for a maximum of one academic year.

The application must be submitted within the first four weeks of the semester.

Medical deferment of examination requires certified documentation.

16.0 GRADUATION REQUIREMENTS

A student shall be eligible for the award of Certificate in General Agriculture if he/she:

Has completed all prescribed courses.

Has earned required credit hours.

Has obtained minimum FCGPA of 1.0.

Has fulfilled internship and financial obligations.

17.0 CARE OF COLLEGE PROPERTY

Students shall:

Protect College property.

Avoid vandalism or destruction.

Bear cost of repairs for damage caused.

18.0 DISCIPLINARY PROCEDURE

All disciplinary cases shall:

Be investigated.

Be reported to the Principal.

Be reviewed by appropriate Board.

Ensure fairness and due process.

Appeals may be made to the Vice Principal within 21 days upon payment of the prescribed fee.

19.0 EFFECTIVE DATE

This Policy shall take effect upon approval by the Academic Board and endorsement by the Principal of the College.

APPROVED BY:

Dr. Bright Akoto

Principal

Ejura Agricultural College and Mechanization Centre