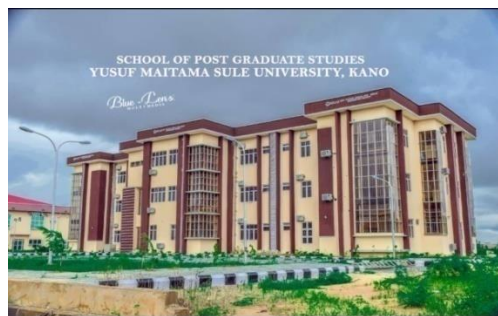




YUSUF MAITAMA SULE UNIVERSITY, KANO

**SCHOOL OF POSTGRADUATE
STUDIES
(SPS)**



STUDENT HANDBOOK

Foreword

The maiden Handbook of the School of Postgraduate Studies, Yusuf MaitamaSule University, Kano provide guidance and information to students wishing to pursue Postgraduate Studies in the University. The handbook offers information on the history of the University, the academic programmes offered by departments and faculties as well as the services and facilities available on campus. The Handbook should be a companion to all students and must be carefully studied by all students wishing to find answers to some of their enquiries.

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September, 2020*

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UNIVERSITY HELP LINES

Students Affairs Division	
Position	GSM NO.
Dean	08035818755
Deputy Dean	08030487274
Students Affairs Secretary	08036256916
Guidance and Counselling Officer	08028921134
Head Coach	08034420409
Coach	08062771877
Coach	08034268031
Coach	08023082247
Security Directorate	
Security	08033316444
Security	08059416161
Security	08034545662
Security	08124187373
University Clinic	
Clinic (City Campus)	08065419097
Clinic (City Campus)	08039154495
Clinic (Main campus)	08069074275
University Ambulance	08021203132

Visitor and Principal Officers of the University

Visitor

Dr. Abdullahi Umar Ganduje, OFR
The Executive Governor of Kano state

Chancellor

His Eminence
Eze Dr, Eberechi N. Dick (JP)
Eze Udo I of Mgboko Ngwa Amaise Aut. Community,
Patron Abia State Council of Traditional Rulers

Pro-Chancellor and Chairman of Council

Professor Jibrilla D. Amin

Vice Chancellor

Professor Mukhtar Atiku Kurawa, MRSC, FICCON, FCSN

Deputy Vice-Chancellor (Academics)

Professor Amina Salihi Bayero, MICCON, FCSN

Deputy Vice-Chancellor (Administration)

Professor Abubakar S. Garba, MNIM

Registrar

Isyaku Adamu

Librarian

Dr. Binta Ladan Faruk, CLN

Bursar

Abdullahi Abbas

Key Officers of the University

S/N0.	NAME	POSITION
1	Professor Ali I. Naibbi	Coordinator School of Postgraduate studies
2	Professor Muhammad Kabir	Provost, College of Health Sciences
3	Dr. James A. Timbuak	Dean, Faculty of Basic Medical Science
4	Dr. Zafar Sultan	Dean, Faculty of Science
5	Dr, Dahiru Saleh Muhammad	Dean, Faculty of Education
6	Dr. M. A. Bilyaminu	Dean, Faculty of Social & Management Sciences
7	Dr. Sabo A. Albasu	Dean, Faculty of Humanities
8	Dr. Ya'u Datti	Dean, Student Affairs
9	Dr. Tijjani Rufa'i Buhari	Director, Academic Planning
10	Dr. Umar Abdulganiyu	Director, General Studies Unit
11	Dr. Nasiru Ibrahim Dantiye	Director, Institute of Continuing Education
12	Dr. Abubakar Muhammad Umaru	Director, Management Information System
13	Dr. Ahmed Maifada Yakasai	Director, University Health Services
14	Dr. Mahub M. Garba	Director, Institute of Entrepreneurship Education
15	Bala Lawan Kofar Nai'sa	Ag. Director, Security Directorate
16	Engr. Muhammad Adamu	Director, Physical Planning & Maintenance Department

PART ONE

INTRODUCTION

1.1 BRIEF HISTORY OF THE UNIVERSITY

Yusuf Maitama Sule University, formerly Northwest University was established in 2012 as the second Kano state-owned University, The first being Kano University of Science and Technology, (KUST) Wudil Kano. As the most populated state in the country, Kano experienced increasing demand for access to University education in order to accommodate the huge number of secondary school leavers. Accordingly, and-in order to address this demand, the Government set up a technical Committee on 24th November 2011 and charged it with the responsibility of producing a blueprint for another University. The Committee submitted its report and subsequently the State House of Assembly enacted the enabling law. Subsequently, the National Universities Commission (NUC) granted license for the establishment of the Northwest University now Yusuf Maitama Sule University, Kano as the 37th State University in the Country.

Presently, the University has four campuses, namely the Main Campus; the City Campus; the KwanarDawaki Campus and the Murtala Muhammad Library Campus. There are five faculties comprising of Humanities, Science, Education, Basic Medical Science and Social and Management Sciences; and a College of Clinical Sciences.

Consequently, an implementation Committee was set up to work out the modalities for the smooth take off of the University. In 2012, the University commenced academic activities with four Faculties, fourteen academic Departments and 28 programmes duly approved by the NUC.

Having successfully taken off, the University has attained appreciable progress in teaching, research and community services. The successes recorded in the undergraduate programmes of the University, which have all secured NUC full accreditation, encouraged the establishment of a Post-graduate school to commence Masters and PhD programmes.

In 2019, the University produced its third set of graduates. In addition, the University has qualified human resources and applicable physical facilities that place it on a sound footing to start post-graduate programmes. The University has also sufficiently met the conditions for mounting post graduate programmes, which include producing two sets of graduates and securing full accreditation for at least 25% of its programmes.

1.2. The School of Postgraduate Studies (SPS)

Having successfully taken off, the University attained appreciable progress in teaching, research and community services. As at 2019, there were 33 academic programmes offered in the University, and the University had produced its third set of graduates. In addition, the University has qualified human resources and appreciable physical facilities that place it on a sound footing to start postgraduate programmes. The University also sufficiently met the conditions for mounting postgraduate programmes, which include producing two sets of graduates and securing full accreditation for at least 25% of its programmes.

The successes recorded in the undergraduate programmes of the University, which have secured NUC's full accreditation (27 programmes as at 2020) encouraged the management of the University to set up a Committee in 2018 for the establishment of a School of Postgraduate Studies (SPS) to commence postgraduate diploma, academic and professional Masters, and Ph.D. programmes. The Committee completed its assignment, and following the recommendations of the Academic Development Committee (ADC), and the Senate, the proposed postgraduate

programmes were forwarded to the NUC for resource verification.
A total of 42 programmes were approved by the NUC as follows:

EDUCATION

1. Education, PGDE.
2. Curriculum Studies, M.Ed.
3. Curriculum Studies, Ph.D.
4. Guidance and Counselling M.Ed.
5. Guidance and Counselling Ph.D.

HUMANITIES

6. Developmental Studies, PGD
7. International Studies, M.A.
8. International Studies, Ph.D.
9. English, M.A
10. English, Ph.D.
11. Islamic Studies, PGD
12. Islamic Studies, M.A.
13. Islamic Studies, Ph.D.
14. Arabic Studies, M.A.
15. Arabic Studies, Ph.D.
16. History, M.A.
17. History, Ph.D.

SCIENCE

18. Chemistry, PGD
19. Chemistry, M.Sc.
20. Chemistry, Ph.D.
21. Computer Science, PGD.
22. Computer Science, M.Sc.
23. Computer Science, Ph.D.
24. Mathematics, PGD.
25. Mathematics, M.Sc.
26. Mathematics, Ph.D.

- 27. Biology PGD
- 28. Biology M.Sc.
- 29. Biology Ph.D.

SOCIAL AND MANAGEMENT SCIENCES

- 30. Economics, M.Sc.
- 31. Economics, Ph.D.
- 32. Financial Economics, PGD.
- 33. Masters in Financial Economics
- 34. Entrepreneurship, M.Sc.
- 35. Business Management, PGD.
- 36. Business Management, M.Sc.
- 37. Business Management, Ph.D.
- 38. Masters of Business Administration, MBA.
- 39. Geography, Ph.D.
- 40. Geographical Information System, PGD
- 41. Geographical Information System, M.Sc.
- 42. Rural Development & Natural Resources Management,
M.Sc.

1.3. Mission of the University

‘To provide educational training, research and community service for development, taking into cognizance the cultural heritage of the host community’.

1.4. Vision of the University

‘To be a world-class citadel of learning that provides practical education directed towards the training of highly knowledgeable, skilled and disciplined citizens’

1.5. Mission of the School of Postgraduate Studies (SPS)

‘To provide opportunities for advanced studies towards producing highly trained and qualified manpower to actively participate in a competitive and rapidly changing global community’.

1.6. Vision of the School of Postgraduate Studies (SPS)

‘To be among the top class and sought-after University for acquiring higher degrees.’

1.7. Philosophy of the School of Postgraduate Studies (SPS)

Creating conducive atmosphere for teaching, learning and research and to make Yusuf Maitama Sule University an excellent place for postgraduate studies.

PART TWO

ACADEMIC AND ADMINISTRATIVE UNITS

2.1 DEPARTMENTS/UNITS OF THE UNIVERSITY

A. Office of the Vice Chancellor

- ❖ Physical Planning and Development (PPD&M)
- ❖ Academic Planning
- ❖ Security Division
- ❖ University Health Services
- ❖ Internal Audit
- ❖ Student Affairs Division
- ❖ Management Information System (MIS)
- ❖ Entrepreneurship Centre
- ❖ Institute of Continuing Education (ICE)
- ❖ SIWES

B. Office of the Registrar

- ❖ Human Resource Division
- ❖ Academic Affairs Division
- ❖ Council Affairs Office

C. University Library

- ❖ Circulation Unit
- ❖ Serials Unit
- ❖ Technical Services Unit
- ❖ E-Library

D. Bursary

- ❖ Accounts Section
- ❖ Payroll Section
- ❖ Store Section
- ❖ Revenue Section

2.2 FACULTIES AND ACADEMIC DEPARTMENTS

1. Faculty of Sciences

- ❖ Department of Mathematics
- ❖ Department of Physics
- ❖ Department of Chemistry
- ❖ Department of Biological Sciences
- ❖ Department of Computer Science & Information Communication Technology

2. Faculty of Social and Management Sciences

- ❖ Department of Accounting
- ❖ Department of Business Administration & Entrepreneurial ship Studies
- ❖ Department of Economics
- ❖ Department of Geography

3. Faculty of Humanities

- ❖ Department of Islamic Studies
- ❖ Department of Languages (English, Hausa & Arabic).
- ❖ Department of History & International Studies (History, International Studies & History and International Studies combine).

4. Faculty of Education

- ❖ Department of Art and Social Science Education (Islamic Studies, Arabic, English, History, Economics, and Geography).
- ❖ Department of Science and Technical Education (Biology, Chemistry, Physics and Mathematics).
- ❖ Department of Library and Information Science Education

5. Faculty of Basic Medical Science

- ❖ Department of Anatomy
- ❖ Department of Physiology
- ❖ Department of Biochemistry

- 6. School of Postgraduate Studies (SPS)**
- 7. College of Health Sciences**
- 8. Directorate of General Studies**

2.3 UNIVERSITY LIBRARY

1. Services Offered by the Library

- a) The University Library provides reading spaces to the entire University community.
- b) The University Library provides books on loan to staff and student.
- c) E-Library services are provided to the entire University community.
- d) Journals, reference materials, government publications and other research materials are also available in the library.
- e) Reprographic services (Photocopy)
- f) Printing and scanning services
- g) Referral services
- h) Provision of databases of books and journals in various disciplines on the e-library website at www.nwue.webs.com

2. Regulation Governing the use of Library

The library services and usage are governed by the following rules and regulations;

- a) Noise making or disturbances are not allowed within the library premises.
- b) Misuse and tearing of library materials are not allowed.
- c) Eating and drinking inside the reading areas is prohibited.
- d) Indecent dressing is not allowed.
- e) Group discussions should be limited to the designated areas in the library.

3. General Library Conduct

The University Library is established to support teaching, learning and research, therefore all users are expected to maintain good reading atmosphere for research and learning.

4. Postgraduate Section

The University Library has a section dedicated to serve the postgraduate students. There are current materials available for the postgraduate students to make full use of.

5. INTER LIBRARY LINKAGES AND COOPERATION

The library is currently into linkages and cooperation for resources sharing with the following libraries.

- a) Central Bank of Nigeria Library, Kano Branch
- b) Bayero University Kano Library
- c) Kano University of Science and Technology Wudil Library etc.

2.4 STUDENT AFFAIRS DIVISION

1. Introduction

The student affairs Division is under the office of the Vice-Chancellor. The Division is saddled with the responsibility of addressing students' affairs.

2. General Administration of Students Affairs Division

The division has the following structure:

- i. **Dean** – The Dean is the head of the division and reports to the Vice-Chancellor.
- ii. **Deputy Dean** – The Deputy Dean assists the dean in the day to day running of the Unit and acts as dean in his absence.
- iii. **Administrative Officer** – The officer discharges administrative responsibilities pertaining to students and other members of the staff in the Division.
- iv. **Other Supporting Staff** – This category of staff in the division comprises the following;

- a. Typist
- b. Filing Clerks
- c. Messengers/Cleaners
- d. Drivers

3. Function of the Student Affairs

- a) **Students' Welfare:** This entails ensuring proper provision of basic necessities such as electricity, water, accommodation, health, social amenities, etc.
- b) **Students' Discipline:** The division is saddled with the responsibility of ensuring student discipline in liaison with other relevant units of the University.
- c) Processing and mobilization of graduating students for the National Youth Service Corps (NYSC)
- d) **Student Scholarship Award:** The Division assist in the disbursement of scholarship and bursaries by Local, State and Federal Governments and also by other private agencies.
- e) **Issuance of Student Identity Card and Receiving Students' Complaints:** The Division is responsible for the production and management of student identification card as well as collecting, collating and processing students' grievances.

PART THREE

PUBLIC CONDUCTS IN THE UNIVERSITY

3.1 Public Decency and Dress Code

The student public decency and dress code is intended to ensure good and exemplary character among the students. The contents are listed below:

S/N	Offence	Penalty	Remarks
1	Cultism	Expulsion	
2	Homicide	Expulsion	
3	Robbery	Expulsion	
4	Bringing, Selling or Consumption of Intoxicants	Withdrawal (Final)	Out of the University
5	Stealing	Withdrawal (Final)	Out of the University
6	Rape	Expulsion	
7	Lesbianism/Homo sexual	Expulsion	
8	Fornication	Withdrawal (Final)	Out of the University
9	Illegitimate pregnancy	Rustication for two semesters	
10	Sexual Harassment	Strong warning and if repeated, withdraw (Final)	Out of the University
11	Posing nude	Rustication for two semesters	
12	Prostitute	Withdrawal (Final)	Out of the University
13	Opposite sex obscene isolated meeting	Strong warning and if repeated, withdrawal (Final)	Out of the University

14	Fighting	Strong warning and if repeated, rustication for two semesters	
15	Physical violence	Withdrawal (Final)	Out of the University
16	Destruction of public property	Withdrawal (Final)	Out of the University
17	Operating of illegal Association, Club, Society, Forum etc.	Strong warning if repeated, rustication for two semesters	
18	Organising illegal demonstration	Expulsion	
19	Gross misconduct outside the campus	Strong warning and depending on the degree, can lead to expulsion	
20	Wild allegation and libel	Warning and if repeated, Rustication for two semesters	
21	Seditious or Scandalous Publication	Withdrawal (Final)	Out of the University
22	Forgery including academic certificate, false information etc.	Expulsion	
23	Incitement, breach of Public peace	Expulsion	
24	Unethical social party or gathering	Warning and if repeated rustication for two semesters	
25	Rumour mongering	Warning and if repeated rustication for two semesters	

26	Illegal possession of fire arms or weapons etc.	Expulsion	
27	Skimpy and seductive dressing	Warning and if repeated rustication for two semesters	

3.2 Recreation and Sports

Sporting facilities are available to students on campus. The University has in the area of recreation and sports the following; Football fields, Volleyball courts, Basketball court, Table tennis courts, Lawn tennis courts, Badminton courts etc.

3.3 Identification

Identification card is issued once to each student at the beginning of the academic programme he/she registers. Students, who do not have identity cards, may be denied access to University facilities and other benefits they may require.

3.4 Students Problems

Student complaints should be channeled through the student representative to the Dean, students' affairs.

3.5 Communication with Outside Bodies

- a) Press Release or Press Conference: Student press release or press conferences by the Union representatives or Individuals must be cleared with the Dean, Students' Affairs.
- b) Any form of communication from the Student Union or individual student with any Government or Non-Governmental Organization must get clearance from the Dean, Students' Affairs.
- c) Student wishing to seek approval to communicate with outside organizations must provide correct and proper addresses of their Department and Faculties.

3.6 Use of University Facilities

- a) Use of common halls, notice boards, movement of furniture and other equipment must be with the consent of the concerned supervisor.
- b) Student will bear the cost of replacement of his/her identity card.
- c) Students or associations wishing to use property belonging to the University outside must seek for approval from the Dean, Students' Affairs.
- d) Request for the use of such facilities must be submitted in writing two weeks before the event.
- e) Placing of posters in unauthorized places attracts penalty.

3.7 Breach of Regulation

Any breach of University rules and regulations will attract severe punishment.

3.8 TRANSFER OF STUDENTS

3.8.1 Inter University Transfer

There is a provision for students inter University transfer as approved by the Senate.

3.10 Student Demonstration, Protest and other Peaceful Avenues of Expressing Grievances

The University recognizes the crucial importance of maintaining open communication and dialogue in the process of resolving problems, which may arise from the dynamics of life on the campus.

All members of the University community are free to express their opinions. This is an integral aspect of the University education and academic freedom. For academic freedom to be meaningful, however, the University must always be promoted from attack by extremist of whatever persuasion.

Students are free to support any cause by orderly means as long as they do not disrupt the regular operations and activities of the University.

3.10.1 Guideline for Student Protest/Demonstration

- i. Students may demonstrate peacefully within the University premises provided that a written request is forwarded to the Registrar not less than 48 hours before the demonstration and an approval granted.
- ii. Demonstration outside the University campus shall only be conducted after a written clearance has been obtained from the state Police Commissioner and the University.
- iii. All demonstrations against members of the University community are not allowed.
- iv. Demonstrations are not allowed in staff residential areas.
- v. Violent demonstrations are prohibited within the premises of the University and beyond.

PART FOUR

STUDENTS' AFFAIRS

4.0 ADMINISTRATION

4.1 Students' Affairs Division and University Welfare Committee

The division in liaison with the student union executives addresses the welfare concern of students.

4.2 Guidelines/Requirements for Registration of Associations, Clubs, Societies on Campus

The following are the requirements/guidelines for registration of students' associations:

- i. Application for registration to the Dean, Student Affairs.
- ii. Presentation of two copies of the Associations Constitution
- iii. Nomination of the staff Adviser.
- iv. Patrons (five persons, one of which must be the Dean, Student Affairs).
- v. Presentation of caretaker/EXCO Committee.

S/N	ASSOCIATION	STAFF ADVISER	PATRON
1	Departmental Association	Two Academic Staff on permanent and pensionable service.	Five Patrons including HOD, two Academic Staff on permanent and pensionable service, one other staff and the Dean Student Affairs.
2	State and Local Government	Two permanent and pensionable Senior Staff.	Five Patrons; two must be Senior Staff on permanent and pensionable appointment.

3	Others (Clubs, Society etc.)	Two Academic Staff and two Non-Academic Staff on permanent and pensionable.	Five Patrons including Dean, Student Affairs or his representative and two Academic Staff on permanent and pensionable appointment.
4	Caretaker Committee/EXCO Name Position Registration Number		

NB: Every Adviser/Patron must write to the Dean, Students' Affairs on his/her willingness to act as adviser or patron. The University allows for the formation of social clubs and related associations provided the motives of such associations or clubs are to promote intellectual or social interaction among students. The following provisions should be satisfied.

- a) Name and addresses of the officers of each organization must be provided on the registration documents.
- b) Name and addresses of Head of Department, Adviser, Patrons and others who have agreed to serve must be tendered.
- c) Programmes of activities for the year including, date and venues should be submitted.
- d) Each organization must bring its constitution before registration.
- e) Permission to use University facilities for any function organized by students' organizations must be sought in writing to the Dean, Students' Affairs and approval granted before the event takes place.
- f) Any association found to be operating not in the interest of national security, public safety and order would be deemed

as criminal and unlawful and shall be proscribed and its members would be made to face the law.

4.3 List Of Registered Association/Clubs in the University

1. Accounting Students Association
2. Anatomy Students Association
3. National Association of Biochemistry
4. Northwest University Business & Entrepreneurship Students Association (NUBESA)
5. Education Students association of Nigeria (EDUSAN)
6. National Association of Computer Science Students
7. National Association of Physics Students, YUMSUK Chapter
8. Chemical Student Association, YUMSUK Chapter
9. National Association of Mathematics Students
10. History& International Students Association (HISSA)
11. National Association of Biological Science Students
12. English Language Students Association
13. Islamic Studies Students Association
14. Geography Students Association
15. Muslim Student Society of Nigeria (MSSN)
16. National Association of Kano State Students (NAKSS)
17. Yusuf Maitama Sule University Students for Peace (YUMSUK4P)
18. Nigerian Economic Students Association (NESA)
19. Physic Student Association
20. National young Entrepreneurship Club (NYEC)
21. Yusuf Maitama Sule University Physiology Student Association
22. Humanities Students Association (HUMSA)
23. Yusuf Maitama Sule University Arabic Students Association

4.4 Students Unionism and Representatives

The Students Union Government (SUG) serve as a platform for the students to come together and address issues of importance as they relate to the entire students. Through this, they could channel their problems to the appropriate authority in an orderly manner, thereby given them a sense of direction and some degree of independence in managing some of their affairs as bonafide students of the University.

4.5 Organs of the Students Union Government (SUG)

1. Congress: The Congress is an important body, consisting of all the students. The Students' Representative Assembly (SRA) and the Executive Council derive their authority from the congress through the Students Union Constitutions.
2. Parliament: The parliament is the supreme body of the council and is made up of the Students Representative from various Faculties known as the Students Representatives Assembly (SRA). Major decision taken by the Executive Council of the SUG need the ratification of this body.
3. Executive Council: Consist of all elected officers of the council as stated below:
 - i. The President
 - ii. Vice President
 - iii. Secretary General
 - iv. Assistant Secretary General
 - v. Public Relations Officer I & II
 - vi. Financial Secretary
 - vii. Treasurer
 - viii. Director of Socials
 - ix. Director Sales
 - x. Director of Protocol
 - xi. Director of Sports
 - xii. Welfare Officer

Schedule of duty of each officer are clearly stated in the constitution of the SUG and all other modalities for contesting and conducting elections are clearly stipulated.

PART FIVE

UNIVERSITY HEALTH SERVICES

5.1 UNIVERSITY HEALTH SERVICES

The University has a polyclinic under the Health Services that provides health care services to staff and student. The clinic is situated within the University campus. The Health Services Division has the Following Units;

- i. Consultancy Unit
- ii. Pharmaceutical Unit
- iii. Laboratory Unit
- iv. Environmental Unit
- v. Sick bay Unit

Staff and students are advised to register with the clinic at entry point. This is done by submitting the following documents;

- i. Copy of medical certificate with associated laboratory test from recognized Health Institution
- ii. Staff/Student identity card

Staff and students who registered with the clinic will enjoy the following services:

- i. Outpatient services
- ii. Pharmaceutical services
- iii. Laboratory services
- iv. Environmental services
- v. Ante natal care
- vi. Accident and emergency services

The accident and emergency services are provided for 24 hours of a day. However, these cases are admitted for a maximum of 24 hours under medical observation after which the case may be referred to the appropriate specialized hospital.

The University health services division also provides some environmental health tips as follows:

- i. Avoid overcrowding in your respective accommodations or at any function
- ii. Make sure you wash fresh fruits and vegetables before eating
- iii. Proper disposal of refuse and waste to keep the environment clean.
- iv. Report to the University clinic immediately signs of ailments are detected.

The University Health Services Unit has signed a viable contract under the National Health Insurance Scheme (NHIS) with some health management organisations. Therefore, students are required to register with the University Health Services in order to enjoy the services offered under the scheme.

5.2 Rules and Regulations for using the Clinic

1. Each student is required to present his/her identification card whenever he/she attends the clinic.
2. No student should loan his/her card to someone for the purpose of receiving services in the clinic.
3. Any student who commits the offence above will have his/her card confiscated and will be charged an appropriate fine before the card is released.

PART SIX

SECURITY SERVICES

6.1 SECURITY DIVISION

6.1.1 History Background

The Security division came into being at inception of the University. The department has four (4) administrative units and each is headed by the senior security officer. Administratively, the division is under the office of the Vice Chancellor and is headed by a Director. The Security Division is located within the permanent site.

6.2 Duties of the Security Division

The major function of the security division is to provide protection of lives and properties as well as enforce the rules and regulations of the University, which are being reviewed from time to time and as the need arise. Most of the activities of the division are on proactive basis. Furthermore, the division in liaison with other security outfits ensures the protection and safety of lives and properties. Therefore, in discharging these responsibilities, the division has the following Units:-

- i. Fire Prevention and Fighting Unit
- ii. Intelligence Unit
- iii. Operation Unit
- iv. Training Unit
- v. Crime and Investigation Unit
- vi. Communication Unit

6.3 The qualities of security personnel

In discharging the role of protecting lives and properties, each security personnel is required to possess certain qualities, which will enable him/her to perform his/her duties effectively.

These qualities are as follows:

- i. **Physical and mental fitness:** Security personnel must be physically fit, mentally balanced and psychologically and emotionally stable.
- ii. **Courage:** Security personnel must be encouraged in possessing the attributes of being courageous without unduly exhibiting foolishness, rudeness, overconfidence and arrogance. A show of good confidence should be encouraged with discipline, honesty, courtesy and initiative.
- iii. **Intelligence:** Security personnel must possess some appreciable degree of wisdom and common sense.
- iv. **Honesty:** Honesty is an essential quality for security personnel.
- v. **Literacy:** A Security personnel should be able to write a security report in a concise and simple language, he/she must also be able to orally express himself/herself.
- vi. **Knowledge and Skill:** Security personnel are expected to have formal training and exposure to perform effective security duties.
- vii. **Neatness and Smartness:** A good security personnel should always be neat and smartly dressed.

In addition to the above mentioned attributes, security personnel are to perform the under listed duties:-

- i. To protect lives and properties under his/her custody and area of operation.
- ii. To prevent unauthorized access to area of his/her jurisdiction.
- iii. To provide useful and timely information to higher authorities.
- iv. To rescue his/her object of protection in case of any threat of attack.
- v. To attend to any lawful activities that is assigned to him/her.

6.4 The Role of Students in Enhancing Security

Security is a sensitive, risky and complex engagement. In order to achieve success in security operations especially in a University setting, students who constitute the bulk segment of the University are also expected to play an important role in terms of enhancing security. Successful security operation depends largely on timely and accurate information from students. Therefore, the security division works hand in hand with the students' leaderships. Students' leaderships have become indispensable in security management basically because of their influential position among the student population.

In addition, students promote security on campus by:-

- i. Supplying vital information that will help relevant authorities nip in the bud smoldering security threats on campus.
- ii. Students to be security conscious always and to avoid acts which are at variance with good conduct.
- iii. Students channel their grievances to the relevant authorities through their leaders instead of resorting to violence at the slightest provocation.
- iv. Reporting of bad eggs among them.
- v. Becoming role models to their fellow students through exemplary conduct.