



Gwani Software

Education Ethics & Regulations of Training Department Article

11th Shawwal, 1432

10th September, 2011



Gwani Software

Education Ethics & Regulations of Training Departments Article

1. This article which may whenever circumstances warrant be amended by the Management, may be cited Education Ethics & Regulations of Training Department (Hereinafter to be referred to as 'article').
2. This article shall come into operation after 10th day of September 2011(11th day of Shawwal, 1432).
3. This article shall have a binding force over all subsidiaries, Agencies, Affiliations, Committees, Offices, Instructors and Trainees of Training Department of Gwani Software (Hereinafter to be addressed as "the Department").
4. Breach of any of the provisions of this article shall be an offence punishable by an act specified in this article.
5. The below listed acts constitutes Education ethics and shall be promoted anywhere in the Department:
 - a. No any course, modules of a course, unit of a module or topic may be contrary to:
 - i. The Teaching of Islam,
 - ii. The Laws of the Federal Republic of Nigeria.
 - b. Any course, modules of a course and unit of a module shall expose the trainee to sufficient theoretical and practical experiences in Information & Communication Technology.

c. Any new course may be introduced by an Instructor of the department after:

- i. He has presented a least of an Internal seminar on the course content and its importance;
- ii. He has presented a least of a public seminar on the course content and its importance;
- iii. He has submitted to the department a comprehensive course breakdown which among other things shall contain:
 1. Course title,
 2. General description of course,
 3. Aims of the course,
 4. Objectives of the course,
 5. Target Audiences,
 6. Pre-requisite of the course,
 7. Approximate duration of Instructing the course,
 8. Method of assessment,
 9. Methodology of Instructing the course,
 10. Recommended Resource materials, and
 11. Course break down;
- iv. The Management approved such matter.

d. Modification of a course may be proposed by any Instructor after:

- i. Presenting a least of a seminar on the need of the modification;

- ii. Submitting to the department the written proposed amendment;
 - iii. The management approved this matter.
- e. The course break down shall be the Intellectual belonging of Gwani Software and may be used to its benefits.
- f. Any course, Instructed or assessed in the department shall be issued Certificate of Gwani Software, except as specified in affiliation's regulations.
- g. Any course may be instructed in any language accepted by the department.
- h. Any course may be Instructed in manner and place approved by the department.
- i. Any course that is not printed in Course Guide, may be Instructed after the Director of the department has conveyed his written approval.
- j. The department may regularly modify pre-requisite of courses.
- k. The department may modify course'
 - i. content,
 - ii. fees,
 - iii. section,Anytime it wishes to do so.
- l. Any course to be instructed in the department shall be related to information & Communication Technology.
- m. No any two courses shall have 75% of their course contents the same, and where any of these two courses are found they shall be merged into one course.

- n. List of courses offers in the departments shall annually be published in a publication to be named 'Course Guide'.
- o. The Secretary of the Department may settle minor disputes regarding trainees or Instructors and major disputes shall be referred to the Director.
- p. The Secretary shall assign Supervisor of any class before the class shall commence.
- q. Any Supervisor shall appoint Instructors of his classes within 48 hours of his assigning as a Supervisor.
- r. Whenever an Instructor is absent, not appointed, withdrew from Instructing a class, the Supervisor of that class shall continue to instruct such class until a day another Instructor is appointed.
- s. Any Supervisor shall ensure classes under him finish normally.
- t. Any Supervisor may
 - i. Review and moderate any exams, assessment, or project questions of his classes,
 - ii. Review and Compile trainee's result of his class,
 - iii. Compute Certificate's grade of trainees in his class.
- u. An Instructor taking any class in the department shall
 - i. Wear good and modest dressing;
 - ii. Speak in a good language;
 - iii. Respect the opinions, feelings, privacy, personality and ideology of any of his trainee;
 - iv. Interact with trainee in a modest and acceptable manner;

- v. Uphold the trust given to him by the department to Instruct his class;
- vi. Put his responsibilities as an Instructor first and above anything;
- vii. Not sexually abuse his opposite sex trainees in word and in action;
- viii. Be fair and transparent in his dealings with his trainees;
- ix. Develop the knowledge and expertise of his trainees on information & communication Technology;
- x. Not harm or cause to harm his trainee unjustly;
- xi. Be honest in discharging his duty as an Instructor;
- xii. Cover the modules of a course assigned to him diligently;
- xiii. Regularly engage himself into information and Communication Technology's research;
- xiv. Come to class promptly and leave the class after the class hours have been exhausted;
- xv. Not absent himself from his class except on a vital reason;
- xvi. Profess and exhibits the core values of Gwani Software;
- xvii. Be Loyal to any constituted Authority in the Department;
- xviii. Work hard toward achieving the mission and vision of Gwani Software;

- v. Instructors may be appointed on contract not exceeding three consecutive years with unlimited renewals.
- w. Instructor whose payment is commission, piece rate or time rate, may be paid his wage after completing Instructing of class.
- x. Instructor may be given assistance by the Department to encourage research and further Education in information & Communication Technology.
- y. A Trainee shall complete the prescribed registration process set by the Department before he starts attending his class.
- z. No trainee shall
 - i. Come to class late;
 - ii. Conduct or participate in any form of examination malpractice;
 - iii. Conduct or participate in cultism, secret society or related groups;
 - iv. Seek for, or cause to be sought for scores, certificates or result that is not due of him;
 - v. Do anything that is contrary to the laws of the Federal Republic of Nigeria;
 - vi. Wear or cause to wear obscene dressing or dressing that exposes nudity during class session;
 - vii. Say or write words that are calculated to be abusive to a fellow trainee, Instructor or Staff of the department;

- viii. Fight or quarrel any Staff of the department, Instructor or a fellow trainee;
- ix. Take alcohol or any intoxicants during class session;
- x. Take any property belonging to the department or a fellow trainee without first obtaining permission from the owner;
- xi. Conduct himself in a manner that will prevent effective learning during class session;
- xii. Come to class session with any weapon or object that is calculated to be capable of causing injury to other trainees;
- xiii. Come to class session with food or any form of drinks excepts for any reason known by the department;
- xiv. Use the knowledge he is acquiring or he has acquired from the department to do any immoral or illegal activity anywhere;
- xv. Abscond himself from class session exception is absconding base on vital reason known by the department;
- xvi. Show undue reluctance to learning and research;
- xvii. Rebel or cause to rebel against any constituted Authority in Gwani Software;
- xviii. Bring anything that is capable of distracting fellow trainees from learning, into the class session.

aa. Any trainee shall

- i. Be honest in all his dealings;
 - ii. Exhibits passion for research and learning;
 - iii. Profess and exhibits the core values of Gwani Software;
 - iv. Be loyal to any constituted Authority in the department;
 - v. Bear the banner of Gwani Software and protect its Image and Integrity anywhere;
 - vi. Put humanity first in practicing his discipline;
 - vii. Promote Information & Communication Technology learning and research;
 - viii. Be Punctual in his study;
 - ix. Be willing to develop his knowledge and expertise in Information & Communication Technology.
- bb. Any class session may be interrupted and suspended when
- i. There is a breach to security;
 - ii. The life of trainees is put at danger;
 - iii. There is gross irregularities on the way the class is managed;
 - iv. The class session fails to continue.
- cc. Any class that fails to continue for a period fixed by the department may be considered to be spilled over.
- dd. Whenever a class is spilled over
- i. The class may only resume after the affected trainee pay a spill over charge fixed by the Department;

- ii. And the affected Instructor is found not to have discharge his duty appropriately in Instructing the affected class, the Instructor shall be fine an amount not less than five Hundred Naira before he is appointed any class.
- ee. Whenever an Instructor fails to complete a class session and another Instructor is appointed to complete the class session, then the former shall not be paid any payment for such class and all payment for such class shall go to the latter.
- ff. No any class may be deferred beyond three Hundred and sixty five days.
- gg. Before any class may be deferred, the affected trainee shall pay one hundred Naira per each thirty days as deferring charge.
- hh. Certificate may only be issued once and no replacement whatsoever.
- ii. Trainee may apply for remarking of his examination, assessment or project:
 - i. When he is not satisfied with the result given to him;
 - ii. The trainee shall pay remarking fee as may be fixed by the department;
 - iii. The department may solicited the service of an external resource person who shall not be an Instructor in the department, to remark the examination assessment or project as the case may be;

- iv. After remarking, if the result is having ± 10 % from the former result, then the second result shall prevail and the Instructor shall pay a fine not less than five thousand Naira or be expelled and proscribed from being an Instructor for life, or both.
- v. After remarking, if the result is less than ± 10 % from the former result, then the former result shall prevail and the trainee shall pay a fine not less than three thousand Naira or be proscribed from being a trainee for a period not less than ten years, or both.
- jj. Whenever a trainee is going to be absent from class session for not less than two class session, the trainee shall assign his marital partner, brother, sister, son, daughter, or friend to attend the class session on his behalf during the period he will be absent, so as to have somebody who will teach him what is being thought in his absence, however.
 - i. This provision does not involve class sessions on examination, assessment or project work;
 - ii. The trainee shall inform the department about this;
 - iii. The one sent shall be at a normal age not less than eighteen and be free from any mental disability.
- kk. Trainees of advanced Certificate, Diploma & Higher Professional Diploma may form an alumni of the department and the department shall
 - i. Assist them to get jobs;

- ii. Involve them into projects of Information and Communication Technology of Gwani Software;
 - iii. Guide them on how best to improve their knowledge and expertise;
 - iv. Do any other thing that will improve their knowledge and expertise.
6. Unless the context expressly provided, any term and phrase stated in this article may be interpreted by the department.
 7. The department may sit and assign a punitive measure for breach of the provisions of this article where such measure is not clearly stated in any provision of this article.
 8. The Department may from time to time amend any provision of this article.