



PAC-LAB HITMS

Higher Institute of Technology and
Management Sciences

CAMPUS LIFE

A. PREAMBLE

PAC-LAB HITMS has a clear vision, mission, and goal. With our commitment to excellence and quality in terms of the kind of graduates we want to push into the local and international job market, an enabling environment to make this happen is a non-negotiable prerequisite. In this respect, we need a school climate and culture that is orderly, organized and facilitates the realization of our vision and the safety of all. As a corporate institution, PAC-LAB HITMS accepts the responsibility of providing/ensuring the most congenial atmosphere for the academic, physical, and moral development of its students. The following guidelines are made for this purpose:

B. VISION STATEMENT

PAC-LAB Higher Institute of Technology and Management Sciences will have a transformative impact on the community by empowering every student at every level with hands-on skills.

C. MISSION STATEMENTS

“To raise entrepreneurs, job-creators, problem-solvers, and tomorrow’s leaders.”

“To breach gaps in the Cameroon production process and produce human resources with up-to-date knowledge, skill values, attitude, and competencies needed in their field of specialization in a competitive job market and a fragile economy.”

“To engage students with a learn-how-to-do-it understanding and a journey of practice-oriented transformation.”

“To expose students to new ideas and new ways of understanding, develop the ability to fashion their lives based on what they are capable of, assess their interests and how they can best serve the

world from a blend of their learning, a discovery of their gifts, talents, and available resources.”

“To serve the nation by providing a state-of-the-art learning environment informed by a strong founding philosophy of a departure from theory to practice, innovative and discovery in learning.”

“To be regarded as one of Cameroon’s premier private higher institutions of learning, regionally, nationally and internationally for its hands-on teaching and learning, creative activities, entrepreneurial mindset, and community engagement.”

D. PAC-LAB HITMS STUDENT

You are a student at PAC-LAB HITMS if you meet the following requirements:

- You have gone through the application process, and you have been admitted and have your printed admission letter.
- You have been given a matricule number.
- You have deposited a complete file of application documents.
- You have paid your registration fees of 50,000XAF.
- You have paid your complete or interval stipulated installment fees.
- You have your medical fees of 10,000XAF and have done the medical screening.
- You have signed our undertaking and code of conduct documents.

E. PAC – LAB CAMPUS CULTURE

Once, you enter our campus, you are expected to adhere to the following:

- You are expected to treat your mates and tutors with, respect, tolerance, and fairness your fellow mates and tutors irrespective of their race, sexual, political, or religious orientation.
- No student shall engage his/her fellow student or any member of PAC-LAB HITMS or public in physical scuffles
- While it is not required that students appear in suits and ties or expensive clothes, they should be neat, decent, and presentable at all times.
- Indecent dressing is not allowed on campus. Students who are indecently dressed shall not be allowed to enter the campus by campus security.
- You are to put on your identification badge.
- You are to respect all school properties. The full cost of lost or damaged property will be borne by the student responsible for such loss or damage.
- You are not to Bully or threaten a fellow student or staff.
- Students are advised not to smoke as this is dangerous to their health. Under no circumstances will smoking be allowed in the Administrative Building, Classrooms, Lecture halls, Laboratories, and Library.
- All students should contribute to the cleanliness of the campus put at their disposal. They should avoid littering and should make maximum use of the trash cans provided.

“CLEANLINESS IS NEXT TO GODLINESS”

- The junior staff of the institution (messengers, drivers, security men, yardmen, etc.) are responsible officers of the institution: Students should not, on any account, insult or

assault them. Any student aggrieved by any employee of the University shall make a report of such grievance to the Director of Students' Affairs who shall take the matter up with the appropriate quarters of the institution.

- No liquor may be sold or consumed on the University Campus. Any student found drunk or misbehaving under the influence of alcohol on campus shall be severely disciplined.
- The possession and /or consumption of any dangerous drug is prohibited on campus. Any student found contravening this regulation shall be summarily dismissed from the campus.
- Any student found stealing shall be severely disciplined by the school regulations. Those found stealing outside/inside the campus premises may be handed over to the law enforcement officers.
- Harmful objects and weapons such as knives, guns, cutlasses, etc. are not allowed on campus. Security officers will not let you into the campus

F. PAC-LAB HITMS CLASSROOM /WORKSHOP RULES

For classroom and workshop activities, students are expected to

- Come to class with all the necessary learning materials e.g. exercise books, textbooks, laptop
- The practical session is compulsory for all PAC-LAB HITMS students.
- Students must appear in the laboratory with the appropriate gear and required learning tools.

- They are to be punctual about class attendance
- Students must fill their names on the attendance list of the course delegate
- No student may be absent from class without prior authorization, except for reasons of health that should be justified.
- Students are to be punctual in class, show due respect to their teachers and classmates, and maintain order and tranquillity in the class.

G. PAC-LAB HITMS – RIGHTS PRIVILEGES AND OBLIGATIONS

For students to achieve their goals in PAC-LAB HITMS, they are entitled to some undeniable rights. For the PAC-LAB HITMS community at large to facilitate the attainment of these goals, students owe the school some obligations in exchange for the privileges which the institution offers.

1. RIGHTS

1. The right of membership in the PAC-LAB HITMS community.
2. The right to receive tuition in the courses for which they have been duly registered.
3. The right to be examined by the approved rules and regulations governing the award of diplomas (HND).
4. The right to be heard by the rules governing the fundamental rights of freedom of speech and natural justice.

2. PRIVILEGES

1. The privilege of using the name of the School to protect themselves in all honesty and lawful transactions.
2. The privilege of using School facilities to enhance the attainment of their ultimate objectives in the School.
3. The privilege to be certified at the end of their programs at PAC-LAB HITMS upon satisfaction of the requirements.
4. The privilege of receiving medical care on campus within the limits of the available resources and provided that they have been duly registered at the Institute Health Centre.
5. The privilege of living in the School Accommodation Centre on the payment of the prescribed accommodation fees.

3. OBLIGATIONS

Consequent to the rights and privileges the school confers on students as members, they are obliged to:

- Observe the rules and regulations governing academic programs such as registering for courses as well as sitting for Practical Sessions, CA, and Examinations at the appropriate times.
- Respect and obey constituted authorities of PAC-LAB HITMS.
- Treat all PAC-LAB HITMS property with care.
- Show consideration for other students and staff of PAC-LAB HITMS.

- Treat premises that they may rent off-campus in a responsible manner and observe the rules and regulations governing such premises.
- Abstain from doing anything whatsoever that can bring the name of the school into disrepute or embarrass its authorities.
- Pay fees at rates as determined from time to time by the PAC-LAB HITMS authorities.

4. DISCIPLINE

Students are reminded that the following acts constitute a breach of discipline:

- a) Any acts incompatible with the rules governing PAC-LAB HITMS property and dignity.
- b) Unauthorized absence from class.
- c) Direct and indirect participation in acts likely to jeopardize the smooth functioning of PAC-LAB HITMS such as rows, acts of violence, destruction of property, deliberate organization of the boycott of classes, disturbance of lectures, unwanted demonstrations on campus or high ways.
- d) Any acts of subversion.
- e) Examination fraud. (Academic corruption)

It should be recalled that in keeping with the provision of the Ministry of Higher Education Decree No 93/027 of 19 January 1993 laying down common provisions for all Institutions and Universities, punishment for breach of discipline ranges from a simple warning to outright dismissal.

H. PAC-LAB HITMS EXAMINATION GUIDELINES

Students at PAC-LAB HITMS are expected to adhere to the following examinations in the institution.

1. All students who are duly registered for courses in a given semester are eligible to sit for examinations in those courses.
2. Students must acquaint themselves with the instructions governing examinations.
3. Students must be punctual in the examination halls. Students arriving later than half an hour after the examination has started shall not be admitted into the examination hall.
4. Students must bring with them to the examination hall their ink, pen, ruler, eraser, pencil, and any materials which may be permitted by regulations. Students are warned that if not otherwise indicated, lecture notes, cellular phones, textbooks, jotters, bags, etc. are not allowed in the examination hall.
5. To ensure order in the examination hall, seats will be arranged according to the various schools or departments taking examinations at each particular time. Candidates are not expected in the hall earlier than 10 minutes before the commencement of each examination. They are advised to keep strictly to the sitting arrangement to avoid confusion. Chairs arranged in examination halls should not, under any circumstances, be removed by a student.
6. Once inside the examination hall, communication between students is strictly forbidden.

7. Silence must be observed in the examination hall. The only permissible way to attract the attention of the invigilator is by raising the right hand.
8. Smoking in the examination hall is strictly forbidden.
9. The use of scrap paper is not permitted. All rough work must be done in the answer booklets, crossed neatly through, and submitted along with the answer booklet.
10. Students must use their registration number for the examination.
11. Before handing in their scripts at the end of the examination, students must satisfy themselves that they have inserted in the appropriate places, their names, registration numbers, and department.
12. It is forbidden to make distinctive marks of any kind on the answer booklets. Only blue or black ink is allowed for writing on examination answer booklets.
13. Students must not leave the examination hall during the first 30 minutes and the last 50 minutes of any examination.
14. Students must remain seated until invigilators have completed the collection of answer booklets.
15. Students are required to sign against their registration numbers on the attendance sheet. Some other specific instructions to students and invigilators will be given by the Dean of Studies (DS) at the appropriate time, before each examination session.

EXAMINATION MISCONDUCT AND DISCIPLINARY SANCTIONS

16. According to the government which has a strong policy on examination misconduct and disciplinary sanctions put forth Decree No 93/027 of 19 January 1993 fixing common regulations for all Universities, particularly in its articles 61, 62, 63, 64, 65, and 66, it shall be an offense for any student or any persons whosoever to impersonate a student in any University or Institution examination. Any student or staff of PAC-LAB HITMS found guilty under this regulation shall be subjected to disciplinary sanctions and this does not preclude prosecution by the law enforcement authorities.

17. Any student or staff who attempts in any way to unlawfully have or give pre-knowledge of an examination question or to influence the marking of scripts or the award of marks by the examiner shall be subject to disciplinary sanction.

18. If any student is suspected of cheating, assistance, assisting another student, or infringing any other examination regulation, a written report of the circumstances shall be submitted by the invigilator to the Dean of studies within 24 hours of the examination. Any student suspected to have cheated or received assistance or assisted by another student shall be required to submit a written statement to the invigilator immediately after the paper. Failure to make such a statement shall be regarded as an admission of guilt.

19. The Dean of studies shall promptly set up a disciplinary panel.

20. The report of such an investigation with a recommendation of sanctions shall be submitted to the Dean of studies. Where the Dean of studies is satisfied that the student has committed a breach of any regulations such a student shall be deemed to have committed an examination offense and the Dean of Studies will forward the file to the Director of school with the following recommendations:

- a) Give public notice of the fact that an offense has been committed by that student
- b) Give a written warning to the student which may be accompanied by a partial or total suspension of all aid or assistance from PAC-LAB HITMS.
- c) Suspend the student from the PAC-LAB HITMS examination for the session in question together with suspension of all aid or assistance.
- d) Recommend to the CEO that the student be dismissed from PAC-LAB HITMS and not allowed to attend the institution.

21. Where the Dean of studies has reason to believe that the nature of any question or the content of any paper may have been made known before the date and time of the examination to any person(s) other than the examiner, the Board of Examiners, or any official of PAC-LAB HITMS charged with handling the paper, he/she may order the suspension of the examination or the cancellation of the paper or the setting of a new paper and shall report the matter to the Senate. The Dean

of studies shall take any disciplinary measure against the staff/student as provided for by the regulations in force.

22. Any student or member of the academic staff may lodge a petition with the Dean of studies, or the Head of the Department if they feel that the examination has been improperly conducted. The Director shall investigate the complaint and report the result of the investigation to the Senate which shall take action as it may deem appropriate, including withholding results or deprivation of the award of a degree/diploma, etc.



PAC-LAB HITMS

Higher Institute of Technology and
Management Sciences