

## GENERAL INFORMATION FOR TRAINEES

### TIME TABLE

HOUR	ACTIVITIES
7:00-8:00	Resumption, Breakfast, etc
8:30	Training Starts
8:30-10:40	Training Starts
10:40-11:00	Break
11:00-1:00	Training Continues
1:00-2:20	Lunch
2:20-4:00	Training Continues
4:00-4:10	Break
4:10-6:00	Training Continues
6:00-7:00	Dinner

1. **Discipline:** Trainees must comply with the rules and regulations guiding the resource centre. Discipline should be maintained during class activities.
2. **Punctuality and Attendance:** all trainees are expected to be at the centre before 8:00am daily. Attendance will be taken twice daily.
3. **Absenteeism:** This training programme runs for 5 full days. No trainee is allowed to be absent *as much as one hour* (all things being equal).
4. Time tables for classrooms activities are pasted on the general notice board.
5. Use of cell phones *is not allowed* during training sessions.
6. Lecture starts by 8:30 am. All trainees are expected to be seated in their classes by 8:15
7. Excessive intake of alcohol and smoking should be avoided during this training period. *No one under the influence of alcohol would be allow to remain in the resource centre.*
8. Trainees are employed to keep the environment (classroom, walkways, toilet, e.t.c) clean and tidy always.
9. Trainees meals include breakfast, lunch and dinner. *Keep your meal ticket save.*
10. Trainees on drug or under medical treatment but forgot their drugs at home should go back to collect such drugs.
11. The company insurance covers a trainee only when he/she is in the resource centre, the bus or the company hotels.
12. Bus shuttle arrangement is pasted on the general notice board. All trainees are enjoined to exercise patience as the bus can take only 35 people at a time.
13. Trainees should always put their ID badge in the resource centre and make sure the same is kept save for submission on Friday.
14. Each trainee will receive transportation allowance at the end of the training after the ID badge must have been submitted.
15. All trainees in need of hotel accommodation are to gather in the multipurpose hall for proper arrangement by 6.00 pm today.
16. Any other information from the management shall be passed across in due course.

## INSTRUCTION ON THE USE OF COMPUTER LAB

### DEAR USER,

In order to allow an effective use and upkeep of the Computer Systems for a long term, please READ and COMPLY with the following RULES and REGULATIONS of the Computer Room:

1. The Computer Room will be opened by the following hours every Monday to Friday
  - 7:00am – 8:00am
  - 1:00pm – 2:00pm
  - 5:00pm – 11:00pm
2. No personal laptop is allowed in the Computer Room except the trainee that wants to get a copy of presentation clip and this must be done only by the Computer manager within just few minutes.
3. No use of Personal flash drive on the Computer Systems, if there is need to copy files, kindly call the attention of computer manager.
4. Switch OFF your Mobile Phone or put it in SILENCE, if phone rings, you will be sent out of the computer room.
5. If there is need to print assignments, kindly call the attention of the Computer Manager.
6. No un-official work(s) is/are allowed to be done in the computer room, your activities are limited to ONLINE EXAMS, INTERNET ASSIGNMENTS, READING ONLINE NEWS AND CHECKING OF YOUR MAIL BOX, if you are caught doing anything beyond these, you will be handed over to the appropriate authority.
7. The Computer Room is out of bound during the class hours, except on an urgent assignment pertaining to the class work.
8. If there is any doubtful experience on the use of computer or/and internet, please, call the attention of the computer manager in order to put you through.
9. Eating of food, Confectionaries and Drinks in the computer lab is prohibited.
10. Do not litter the computer lab, make use of the provided BIN (basket at the door).
11. Please do not exceed the TIME allowed in the Computer lab.
12. Exit all computer applications (programs) while leaving the computer lab.
12. Please don't shut down the computer system.
13. Please call the attention of the Computer Manager for any doubtful issues.

**N.B: Failure to abide by the above rules and regulation of the computer room will attract the required penalties.**

Thank you as you comply.

Management.



**FOR EFFECTIVE USE AND TO MAINTAIN ORDERLINESS,**

**PLEASE FIND THE FOLLOWING RULES AND REGULATION IN THE LIBRARY**

1. **THE LIBRARY OPENS FROM 7:00 am TO 8:00 am, 1:00 pm TO 2:00 Pm AND 5:00 pm TO 11:00 pm**
2. NOISE, DISTURBANCE OR UNSEEMLY BEHAVIOUR IS PROHIBITED ABUSIVE OR THREATENING BEHAVIOUR TO LIBRARY STAFF OR TO OTHER LIBRARY USER
3. NO FOOD OR DRINKS (OTHER THAN BOTTLED WATER ) IS PERMITTED IN THE LIBRARY ROOM
4. SMOKING IS NOT PERMITTED IN THE LIBRARY ROOM OR NEAR EXTERNAL DOORWAY
5. DISTRUPTIVE MOBILE PHONE USE IS NOT PROHIBITED, MOBILE PHONE SHOULD BE SWITCHED OFF OR PUT IN SILENCE
6. LIBRARY FURNITURES, FITTINGS OR EQUIPMENT SHOULD NOT BE MISSED USED
7. LIBRARY USERS MAY BE ASK TO PRESENT THEIR BAGS FOR INSPECTION BY THE LIBRARY STAFF
8. DAMAGING OR DEFACEMENT OF LIBRARY MATERIALS IS STRICKLY PROHIBITED.
9. ALL USERS IS EXPECTED TO DROP HIS/HER I.D CARD OR EVIDENCE OF IDENTIFICATION WHEN BORROWING ANY OF THE BOOKS.
10. ALL LIBRARY MATERIALS BORROWED MUST BE RETURNED BACK TO THE LIBRARY STAFF AT A STIPULATED TIME, NOT MORE THAN 48HRS
11. WHERE AN ITEM IS LOST, RETURNED DAMAGED OR NOT RETURNED AFTER A REASONABLE PERIOD OF TIME, THE BORROWER WILL BE CHARGED FOR THE ITEM AT REPLACEMENT COST.
12. NO BOOK OR OTHER LIBRARY PROPERTY MAY BE TAKEN FROM THE LIB. ROOM AT ANY TIME WITHOUT AUTHORITY.
13. MAKE SURE THE LIBRARY IS ALWAYS NEAT BY TIDYING UP BEFORE AND AFTER USE

**I READ AND I ACCEPT THE RULES STATED ABOVE**

**FULLNAME.....**

**DATE.....**

**SIGNATURE.....**