

DALA COLLEGE OF EDUCATION KANO

ACCREDITED BY NATIONAL COMMISSION FOR COLLEGES OF EDUCATION (NCCE),

ABUJA

STATUTORY BODIES AND ADMINISTRATIVE STRUCTURE

THE GOVERNING COUNCIL

The governing council is the highest policy making body in the college

COLLEGE MANAGEMENT COMMITTEE

FUNCTIONS

- A) Formulators, coordinates and reviews and reviews academic policy, procedures and guidelines.
- B) Refers certain matters to such standing committees or working groups as it may from time to time establish.
- C) Consider and makes decisions on all aspects of development and accreditation or re-accreditation of course, admission of students, teaching assessment and requirements for graduation, prizes, awards and scholarships.

COMPOSITION OF THE COLLEGE MANAGEMENT COMMITTEE



*	Provost	-	Chairman
*	Deputy Provost	-	Member
*	Registrar	-	Member
*	Director of Works	-	Member
*	Deputy Registrar Academics	-	Member
*	Deputy Registrar Records	-	Member
*	Director Monitoring & Evaluation	-	Member
*	Dean Students Affairs	-	Member
*	Chief Library Officer	-	Member
*	College librarian	-	Member
*	Director Guidance & Counseling	-	Member
*	Bursar	-	Member
*	Exam Officer	-	Member

*	All HOD's	-	Member
*	Chief Security officer	-	Member
*	Deputy Registrar Admin	-	Secretary

THE ACADEMIC BOARD

FUNCTIONS

This body is central to academic life of the college charged with the following functions;

- a) Promoting excellence in teaching and learning
- b) Overseeing the quality Assurance of the academic work
- c) Facilitating free intellectual enquiry and ensuring academic integrity
- d) Considering and recommending any matter referred to the academic board by the Board of Directors/Governing Council
- e) Refers certain matters to such standing committee or working groups as it may from time to time establish.
- f) Receives reports from standing committees or working groups and ensures that their referred responsibilities are discharged.

COMPOSITION OF THE ACADEMIC BOARD

- a) Provost - Chairman

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|------------------------------|---|-----------|
| b) Registrar | - | Secretary |
| c) All Head of Departments | - | Members |
| d) Academic Planning Officer | - | Member |
| e) Exams Officer | - | Member |
| f) Dean Student Affairs | - | Member |

COLLEGE ADVISORY COUNCIL

The college advisory committee is a team of individuals from various segments of the committee in which the college operate. Members include; parents, lectures/teachings, student's representative, administrations, supporting staff, business and industry people and other interested community members.

The purpose of the committee is to assist the provost in developing and evaluating the result of the college improvement plan and annual college budget which help increase student's success.

STUDENT AFFAIRS COMMITTEE

- a) Ensuring adequate resources for the work of developing and serving students' outside and inside the classroom.
- b) Promotes engagement through deep levels of learning and production of enduring and measurable gains and outcomes.

- c) Help in making sure that student's needs are met in and out of the classroom.
- d) Advices the college on pressing issues of student through recommendations to the administrative office concerned.

STUDENTS AFFAIRS DIRECTOR

He is responsible for handling issues connected with student's welfare, i.e. union activities/clubs/societies/associations

- a) Handles students' social activities
- b) Be in charge of the student's movement (exit) in the college compound
- c) Issues exit form to students wishing to travel outside the college
- d) Arranges transportation facilities for students' trips.
- e) Handles student's identification card (ID) matters
- f) Be in-charge of clubs, societies, associations and unions
- g) Safe guards the welfare of students.
- h) Ensures discipline is maintained among student.
- i) Reports any observed negative attitude that may spread in time to the registrar
- j) Any other duty as may be assigned by the Registrar or college management

COLLEGE DISCIPLINARY COMMITTEE

- a) Detecting and examining some behavioral problems among students
- b) Meeting with misbehaving students and clarifying the negative effects of bad behavior on their life.
- c) Promoting good behavior among students and rewarding these good conducts
- d) Taking suitable action towards student misconducts

LIBRARY ADVISORY COMMITTEE

- a) To consider policy matters regarding central library and procurement of books, journals and render advice to the purchase of library materials.
- b) To look in-to day to day problems of the library, library staff and send recommendation to the management for decision
- c) To supervise the allocation and utilization of funds for different department for purchase of books
- d) To consider and put forward the views of students regarding problems and solution sought thereof

ACADEMIC QUALITY COMMITTEE

This committee is responsible for formulating and recommending academic planning goals and initiative in the areas of education, research and services to the college Registrar.

- a) The committee recommends actions and procedures for new and existing academic programs or courses
- b) Encourages academic planning within the school.

ADMISSION COMMITTEE

- a) Verifying the previous prospectus and updating it.
- b) Gathering information about the process of admission
- c) Notifying the seats available in various departments, attaching fees structure, commencement of admission and the last date
- d) Processing applications received and preparing the list on the basis of merit, reservations.
- e) Displaying the list of selection after receiving the approval from the Registrar.
- f) Giving proper suggestions in case of change of combination/courses

ADMISSION OFFICER

- a) Admission officer is responsible for approaching and corresponding with all potential students.

- b) Creating brochures and documents providing information on the college
- c) Helps potentials students with all the information on the college
- d) Ensures admission are given to only suitable candidate according to their respective requirement

ACADEMIC PLANNING COMMITTEE

This committee is responsible for portfolio/business planning and development specifically.

- a) Recommends to academic councils the approval of new programs,
- b) Identify the likely resource requirement (including potential requirement for IT library services, time tabling student supports, outreaches and admissions)
- c) Promote dialogue between academic and professional services

ACADEMIC PLANNING OFFICER

- a) Shall be answerable to the college registrar
- b) Screens all successfully admitted students
- c) Proposes the semester time table for consideration
- d) Liaise with the student affairs director to arrange for student trips/excursions outside the school etc.

- e) Liaise with the examination officer on examination matters
- f) Any other duty as may be assigned
- g) Compilation and categorization of teaching and research equipment.

EXAMINATION COMMITTEE

Examination committee is a sub-committee that advises on all matters relevant to exams including timing, content and evaluation of exams policy.

- a) Sets principles and guidelines for exams policy.
- b) Ensures alignment of proposed examinations with the competencies required by discipline
- c) Participates on formal review panels (appeals) for examinations whenever required

FINANCE COMMITTEES

- a) To provide financial oversight for the college
- b) Responsible for the Budgeting, financial planning and financial reporting to the college
- c) Monitors adherence to the budget

- d) Creates, approves and updates policies that helps secure the asset of the college
- e) Ensures financial policies and procedures are being followed

EXAMS MALPRACTICE COMMITTEE

This committee is responsible in dealing with malpractices related to examination conduct in the college.

- a) Designating policies and other functions, on disciplinary procedures or actions on any malpractices in the college
- b) Solely responsible to investigating malpractices found during examination
- c) Recommending the necessary disciplinary action on any students/ lectures found wanting for school management final decision
- d) Review examination malpractices policies of the school
- e) Ensure examination malpractices are reduced to minimal in the school.

THE PROVOST

- a) As the chief executive officer of the school, he directs and coordinates the development and implementation of academic/administration plans of the college

THE DEPUTY PROVOST

- a) He is answerable to the provost in the maintenance of the college buildings, minor jobs, and transports.
- b) He serves as asset inventory and ordering, college improvement planning, bus supervision and teachers observations and performance appraisals.
- c) He serves as the interim provost where the provost is on leave or out of town for assignments.

REGISTRAR

The registrar, subject to the general direction of the provost as the chief administration officer of the college is responsible for;

- a) The coordination of the work of the registry department;
- b) He/she is the secretary to the governing council, the academic board, the finance and general purpose committee.
- c) He/she is also in-charge of the appointment, promotions, disciplinary and the management committee.
- d) He/she also responsible for the management of the college personnel
- e) His functions also include; processing registration request, schedules, classes and maintains class list,

- f) He/she enforces and keeps permanent records of grades and marks.
- g) Endorsement of course allocation, semester and examination time-tables.
- h) And any other responsibility that might be assigned to him by the college

DEPUTY REGISTRAR ADMIN

The office of the deputy registrar ADMIN supervises and coordinates the administrative activities of the registry;

- a) He/she represents the Registrar in some of the committees such as finance sub-committee, disciplinary committee, ceremonial committees, etc.
- b) He/she also represents the registrar in administrative and any other functions of the registrar that he may be assigned by the registrar.

DEPUTY REGISTRAR ACADEMICS

The role of the deputy registrar academics is not limited to maintenance of high academic standards in the college.

- a) He/she ensures convening institutional curriculum review meetings from time to time
- b) Maintaining standards and regulation while proposing new program.

- c) Validating and review of syllables in conjunction with expert where necessary
- d) Supervise the works of academic staff
- e) Proposes allocation of courses at the beginning of each semester in conjunction with the head of department.
- f) Preparation of monthly academic progress reports
- g) Drafting semester and examination time table with the support of the academic planning officer, time table committee and examination committee.
- h) Any other duty as may be assigned by the college

BURSAR

The bursar is the head of the bursary department and the chief finance officer of the college. He/she is answerable to the provost.

- a) He is responsible for the proper keeping and maintenance of the college accounts
- b) He is also to give advice on financial issues, relate with external and internal auditors and other supervising agents on financial matters.
- c) He ensures all student fees due are fully paid into the college accounts.

- d) Preparation and payment of staff salaries and allowances, capital project, overheads, and third party bills.
- e) Preparation of fiscal budgets.
- f) Custodian of cash/cheque and cheque clearing where necessary.
- g) The bursar plans, organizes directs and coordinates the operation of the financial system of the college. He is however, responsible to the provost.
- h) Performing other related duties that may be assigned.

COLLEGE CHIEF LIBRARY OFFICER

The school Chief Library whose objectives are to support learning and research requirements of the college as well as, cultivating and encouraging the reading habits of the students.

- a) He is responsible for providing access to information and sometimes social or technical programming
- b) He provides instruction on information literacy
- c) He does the collection, development or acquisitions of library materials
- d) He monitors the selection of books and electronic resources in the college
- e) He instructs student on how to find, evaluate and use information effectively.
- f) Performing other duties as may be assigned.

SENIOR LIBRARY OFFICER

- a) Stock Editing
- b) In charge of book ordering
- c) In charge of reference and circulation duties
- d) Assisting readers to find books, supervising circulation of loan, in charge of library furniture, exhibition and other library routine as assigned by his superiors
- e) Book ordering, writing orders, checking orders, simple reference work and checking bibliography
- f) Filling cards
- g) Assist in binding books

LIBRARIAN

The school librarian is answerable to the provost for the overall development and administration of the school library whose objectives are to support learning and research requirement of the college as well as, cultivating and encouraging the reading habits of the students.

- a) He is responsible for providing access to information and sometimes social or technical programme.

- b) He provides instruction on information literacy
- c) He does the collection, development or acquisitions of library materials
- d) He monitors the selection of books and electronic resources in the college.
- e) He instructs students on how to find, evaluate and use information effectively

DEPUTY REGISTRAR ADMINISTRATION

1. Analyzing and evaluating existing strategies, policies and reforming them with the help of executives and staff.
2. Creating new training and development programs.
3. Supervising junior and senior staff and scheduling meeting with them
4. Keeping abreast of government regulations and public policies accordingly amending school policies
5. Hiring and training staff
6. Acting as liaison between the employees and upper management when it comes to administrative issues.
7. Making changes to increase efficiency in the work place.
8. Developing and promoting policies that insure positive interactions between administrative staff and other personnel

9. Organizing the workplace so that work flows in streamline.

MONITORING AND EVALUATION OFFICER

1. Assist the registrar with development of M&E plan for both academic and none academic project including indicate selection, target setting, reporting data base management and development, monitoring and evaluation/performance monitoring plans.
2. Lead role in overseeing data collection, collation, storage, analysis and reporting, ensuring data is up to high quality and audit worthy.
3. Responsible for supporting the preparation and review of programme reports in collaboration with programme staff.
4. Manage research activities and ensure outcomes and lesson learned are integrated into project and share with relevant stakeholders.
5. Provide training and monitoring to partners and staff to ensure the implementation of strong monitoring and evaluation system.
6. Design and manage gender disaggregated beneficiary monitoring and database system
7. Develop and strengthen the monitoring, inspection and evaluation procedures

8. Monitor all project activities expenditure and progress toward achieving the project output.
9. Monitor and evaluate overall progress on achievement of results.
10. Monitor the sustainability of the projects results
11. Conduct capacity assessment on existing monitoring and evaluation system.
12. Develop indicators and monitoring strategy for the project.
13. Recommend further improvement of logical frame work
14. Develop monitoring and impacting indicators for the project success.
15. Provide inputs, information and statistics for quarterly, annually and other reports to project management team.
16. Participate in annual reviews and planning workshops and assists the projects provide feedback on the project manager on projects strategies and activities.
17. Support monitoring and evaluation of the effects and impact of the project provide feedback on the project manager on project strategies and activities.
18. Suggest strategies to the project management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or estimate such bottlenecks.

19. Report monthly, quarterly, half-yearly and annual progress on all projects activities.
20. Measurably outputs and performance indicators
21. Perform other duties as may be required

GUIDANCE AND COUNSELLING OFFICER

1. Offering counseling to students or teachers, conducting group counseling sessions to help students develop their personal and academic skills and providing skills career advice guidance to high school students.
2. Develop and implement an all emphasizing educational and counseling plan with modern methods of teaching and monitoring
3. Foster equal opportunity practices and encourage student's association
4. Pay attention to cultural or social differences in dealing with the students.
5. Conduct group and individual counseling sessions to assist students with problems and concerns.
6. Assess student's attributes and help them radicalize their strengths.
7. Evaluate the progress of students and reinforces the sense of accomplishment.
8. Identify behavioral problems or at risk students and act appropriately
9. Cooperate with parents and teachers as well as other interested parties

10. Complete assessment and tests, analysis results and provide feedback
11. Study and update student's records
12. Prepared and present reviews on progress
13. Works with students to achieve their post high goals in additions to working through any social and academic problems
14. Helps choose high school classes that prepare students for their post-graduation plans.
15. Helps students apply to colleges or trade school by advising them about admission requirement and financial aid.

DEPUTY DIRECTOR ADMINISTRATION

1. Overseeing day to day operations
2. Developing organizational policies
3. Managing administrative budgets
4. Negotiating contracts and agreements
5. Maintaining cooperate relationships
6. Monitoring operating expenses
7. Liaising with monitoring and evaluation to update the college authority and performances of individuals and groups by appraising performance

ICT OFFICER

The ICT officer monitors and maintains the college computer systems and networks

- a) He maintains other functions and monitor the computer system of the organization
- b) He does the installations and configurations of the computer systems.
- c) Diagnosing hard ware and software faults and solving technical and applications problems.
- d) He also insures the correct running and maintenance of the IT systems.
- e) Troubleshoots system and network problems diagnosed
- f) Replaces parts as required and provides support including procedural documentation and relevant reports
- g) Supports the role out of new applications
- h) Tests and evaluated new technology
- i) Conducts electrical checks on computer equipment
- j) And other duly as may be assigned by the provost or college management

DIRECTOR OF WORKS

1. He is answerable to the registrar in the maintenance of the college buildings, minor jobs, and transport,

2. Carrying out preliminary studies and investigations on all aspect of engineering,
3. Ensuring compliance of installation with existing regulations
4. Preparing engineering decisions,
5. Supervising work being done either by contract or direct labor.
6. Maintaining and operating machinery and plants in the work sites,
7. Inspecting certifying engineering works, plants and line installations,
8. Preparing tender report, codes and standard practice
9. Taking charge of the overall coordination of the works Department.
10. Advising, vetting and recommending cost for proposed projects.
11. Advising, the college authority on, the formulation, execution and review of policies and programmers on matter relating to engineering.
12. Performing any other relating duty that may be assigned from time to time.

TECHNICAL OFFICER

1. To ensure that equipment are in good working conditions
2. To assist in direct labor projects
3. To be in-charge of a workshop in the works and service departments.
4. To handle routine maintenance works in offices and staffs and houses,

5. Ensures safety of apparatus, equipment in the workshops and in the works and maintenance department,
6. Ensures proper maintenance of records of all equipment both capital and consumables,
7. To be accountable for losses of any materials in the workshops/ laboratories.
8. Ensures immediate repairs, of equipment in the workshops/ laborites

SENIOR TECHNICAL OFFICER

1. Performs duties of technical officer at higher level of responsibility.
2. Ensures safely apparatus, equipment in the workshops and in the works and maintenance department
3. Ensures immediate repairs of equipment and apparatuses in the workshop/laboratories.
4. Shall be responsible to the head of department (Director work) for the administration and supervision of technical staff of the department.
5. Shall be responsible to director of works/Head of department for the planning and execution of all the maintenance functions of the college
6. Performing other duties as may be assigned

HEAD OF DEPARTEMENT

Shall;

- a) Supervise the staff of their department
- b) Organize occasional department meetings
- c) Access and monitor all academic activities in the departments
- d) Prepare progress reports of the department at the end of every month
- e) Ensure proper execution of academic plans by all staff in the department
- f) Prepare and present the department plans by all results sheet at the college academic board meetings
- g) Be a member of the college academic board.
- h) Develop and sustain appropriate structures for management, consultation, decision- making and communication with staff and students.
- i) Promote and represent the college both internally and externally
- j) Ensure the highest quality levels, integrity and ethics in all research undertaken.
- k) Liaise with deputy registrar academic to prepare Couse allocation for each semester
- l) Screen and prepare eligible students for indexing.

- m) Extract department lecture time table for the use of the departments
- n) Maintain law and order by instilling discipline in the departments
- o) That they shall be involved in the screening exercised for admission to their department
- p) Prepare students for external and internal final examination and then guide during project writing and supervision.
- q) Ensure students records are properly kept under your custody
- r) Coordinate practical's required within semesters and guide staff under the department as prescribed in the curriculum.
- s) Liaise with the finance department to ensure student pay their required registration fees
- t) And any other responsibility that might be assigned to him by the college

DEPARTMENTAL SECRETARIES

DUTIES

1. Coordinating and providing administrative support to the HOD by;
 - a. Effectively and handling highly confidential information using fact and discretion
 - b. Auctioning correspondence on behalf of HOD priorities & response to enquiries by letter, email and telephone directing them as appropriate

prepare correspondence on behalf of HOD including drafting of general replies. Establishing efficient and office system including filling, handling and disposing confidential information. Other administrative support is required to ensure the effective operations of the department office.

2. Receiving and responding to enquiries concerning department matters from staff, student, registry and rarely, external organization
3. Typing and filling of document including email, letters, report and circulars.
4. Coordinate project activities instruction for the HOD
5. Procedure and assist in the analyses of student data for department reports.
6. Supports for external accreditation and internal review requirement.
7. Achieved Department and student record
8. Organizing Departmental meeting; Prepare gender, takes minutes, follow up on action points.
9. When acting as secretary to a committee, ensure all documentation is prepared and distributed prior to meetings attend meeting, takes minutes and ensure action points are followed up.
10. Ensure equipment is renewed and up to date and supervised inventories for all non-laboratory equipment.