



# STAFF RETREAT

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# **THE UNIVERSITY LAW, ORGANS AND CULTURE: THE ROLE OF THE REGISTRY IN THE SUCCESSFUL ADMINISTRATION OF UNITS, DEPARTMENTS AND FACULTIES**

**Presented by**

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# OUTLINE

- ❑ **Preamble**
- ❑ **University Organs**
  - The Proprietor
  - The Board of Trustees
  - The Governing Council
  - The Senate
  - Congregation
  - Convocation
- ❑ **The Role of the Registry in the Successful Administration of the University Law and Organs**
- ❑ **Conclusion**



# PREAMBLE

Elizade University Law (2011) as amended, is the instrument that established the University. It states that “Elizade University is hereby established at Ilara-Mokin, Ondo State of Nigeria and the University shall be constituted in accordance with the provisions of this Law”.

The University organs are a product of the University Law.

For carrying out its objectives as specified in the Law, the University has power to:

- establish such campuses, faculties, institutes, departments, schools and other teaching, research and production units within the university, as it may from time to time deem necessary on the recommendation of Senate, subject to the approval of the National Universities Commission (NUC);
- institute academic, administrative, professional, technical and other posts and offices, and to make appointments thereto;
- institute and award fellowships, scholarships, bursaries, medals, prizes and other titles, distinctions, awards and other forms of assistance; etc.

# THE UNIVERSITY ORGANS

The University Organs are as stated below:

1. **The Proprietor**
2. **The Board of Trustees**
3. **The Governing Council**
4. **The Senate**
5. **Congregation**
6. **Convocation**
7. **Organization of Faculties and Branches**

# 1) The Proprietor

- A. The Proprietor of the University is Elizade Ojo Educational Foundation
- B. The Proprietor shall appoint members of the Board of Trustees
- C. The Proprietor, through the Board of Trustees shall have control over the property, the income and expenditure of the University

## 2) The Board of Trustees

The Board of Trustees of the University is established under section 5 of the University Law;

The Board of Trustees is the highest governing body of the University and charged with the overall policy direction and financing of the University.

- ▶ The Board shall make rules for the purpose of regulating its own procedure
- ▶ Chart long-term plans for the University
- ▶ determine the limits of financial expenditure of the Governing Council and the Finance and General Purposes Committee;
- ▶ consider and approve the award of contracts which are beyond the limits of expenditure of Council; etc.



# 3) The Governing Council

The Council is the Governing body of the University that has the general management of the affairs of the University and in particular the control of the property and expenditure of the University.

Pro-Chancellor and other members of Council are appointed by the Board of Trustees.

The Pro-Chancellor shall be appointed or removed by the Board of Trustees of the University and shall be the Chairman of the Council.

The Governing Council is saddled with the following responsibilities; among others:

Considers and awards contracts within the limit of Council expenditure and beyond the limits of the Finance and General Purposes Committee and refer with recommendations to the Board of Trustees contracts which values are beyond the limits of the Governing Council for a final decision by the Board of Trustees; etc.

## *Committees of Council*

- ❖ Finance and General Purposes Committee
- ❖ Staff Appointments, Promotions and Disciplinary Committee (training, leave, study leave, sabbatical and leave of absence and promotions)
- ❖ Fund Raising Committee
- ❖ Tenders Board
- ❖ Development Committee
- ❖ Security Committee

## 4) The Senate

The Senate is responsible for all the academic affairs of the University, including the provision of courses and the approval of their syllabuses; etc.

Senate is chaired by the Vice-Chancellor who is appointed by the Board of Trustees on the recommendation of the Governing Council.

## *Committees of Senate*

- ❑ Senate Business Committee
- ❑ Central Admissions Committee
- ❑ Committee of Deans and Academic Directors
- ❑ Curriculum Committee
- ❑ Ceremonies and Honors Committee
- ❑ Examinations Committee
- ❑ Research and Publications Committee
- ❑ Student Welfare Committee

- ❑ Students' Disciplinary and Examination Misconduct Committee
- ❑ Sports Council
- ❑ Information and Communication Technology (ICT) Committee

## 5) Congregation

- ▶ Congregation shall be entitled to express by resolution or otherwise its opinion on all matters affecting the interest and welfare of the University and shall have such other functions in addition to the function of electing a member of the Council, as may be provided by statute or regulations.

## 6) Convocation

Convocation shall have the functions of awarding certificates, diploma and degrees, both undergraduate and postgraduate of the University in addition to the function of appointing a member of the Council as may be provided by statutes and regulations.



(1) Convocation shall consist of:

- a) The Chancellor - Chairman
- b) The Pro-Chancellor and Chairman of Council
- c) The Vice-Chancellor;
- d) The Deputy Vice-Chancellor
- e) The Registrar
- f) The Bursar
- g) The University Librarian
- h) The all full-time academic staff of the University; and
- (i) Non-Teaching.

## (Paragraph 2 of the Article)

*“A person shall be entitled to have his name registered as a member of Convocation if:*

- (a) he is either a graduate or a person satisfying such requirements as may be prescribed for the purposes of this paragraph; and*
- (b) He applies for the registration of his name in the prescribed manner and pays the prescribed fees”*

# 7) Organisation of Faculty and Branches

Each Faculty shall be divided into such number of branches as may be prescribed:

- ✓ Faculty Boards
- ✓ Faculty Board of Studies
- ✓ Faculty Review Committee
- ✓ Postgraduate Board
- ✓ Dean of a Faculty
- ✓ Academic Department
- ✓ Departmental Board
- ✓ Heads of Departments
- ✓ Honorary Degrees

# ROLE OF THE REGISTRY IN THE SUCCESSFUL ADMINISTRATION OF THE UNIVERSITY LAW AND ORGANS

Registry, being the custodian of the University Law, extant rules and regulations, has vital role to play in ensuring that all organs of the University fully comply with all Law governing the University. The interpretation of the University Law rests upon the shoulders of the Registrar.

It is expected of the Registry to ensure that firmness and fairness in the interpretation and application of regulations and conduct of official business is ensured in order to streamline and prevent usurpation and abuse of powers and responsibilities of statutory bodies.

## Other roles expected of the Registry,; among others are listed below:

- i) Registry services all University organs and ensures that they function optimally
- ii) Organisation of Meetings
- iii) Development of Agenda of Meetings
- iv) Taking of Minutes of Meetings
- v) Development of Decision Extracts
- vi) Developments of Matters Arising from Minutes
- vii) General Follow-ups
- viii) Implementation of Decisions

# CONCLUSION

In conclusion, the Registry plays a critical role in enthroneing due process in the University governance and management for the smooth operations by all the statutory organs/Units/Departments and officers.

There is no doubt that in any University that the Registry gets its acts together and does the needful, the institution is assured of a proper roadmap and guidance towards the accomplishment of the ultimate realization of its set goals, Vision and Mission.



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