



KOGI STATE UNIVERSITY, ANYIGBA
P.M.B. 1008, ANYIGBA, KOGI STATE
(OFFICE OF THE VICE CHANCELLOR)

SOME ADMINISTRATIVE COMMITTEES IN THE UNIVERSITY

1. CAMPUS SECURITY COMMITTEE

(A) Membership

- | | | |
|---|---|------------------|
| a. Deputy Vice Chancellor (Admin) | - | Chairman |
| b. Registrar | - | Member |
| c. Dean, Student Affairs | - | Member |
| d. Chief Security Coordinator | - | Member |
| e. Director, Works And Maintenance | - | Member |
| f. Bar. S. E. Kabo (Faculty of Law) | - | Member |
| g. Dr. S. U. Odoma (Dept of Sociology) | - | Member |
| h. Dr. Adejoh Iyaji (Dept. of Sociology) | - | Member |
| i. Representative ASUU | - | Member |
| j. Representative SSANU | - | Member |
| k. Representative NASU | - | Member |
| l. Representative NAAT | - | Member |
| m. 2 Representatives of Students | - | Member |
| n. Commandant Man O War | - | Member |
| o. Hostel Reps. (Inikpi, Dangana, Ocheja) | - | Members |
| p. Administrative Staff From The Legal Unit | - | Member/Secretary |

(B) Quorum:

Two thirds of Membership

(C) Terms of Reference:

- (i) To develop and review security policies (when the need arises) for the approval of the Vice Chancellor for implementation by the Security Unit;
- (ii) To see to the effectiveness of the Security Unit;
- (iii) To ensure that bye-laws regulating the conduct of the community or visitors in the University Campus are enforced;
- (iv) To be responsible for security within the University premises as well as other places where the University has property;

- (v) To make recommendations to the Vice Chancellor on the annual estimates of the Security Unit;
- (vi) To make recommendations to the Vice-Chancellor on any improvements that will be in the interest of Security in the University;
- (vii) To perform any other functions that the University may deem necessary from time to time.
- (viii) To liaise with Security agencies in Anyigba for an enhanced security within the University premises and its immediate environments as well as other places where the University has property.

(D) Frequency of Meeting – Monthly

2. COMMITTEE ON DEVELOPMENT CONTROL

(A) Membership

- | | | |
|--|---|-----------|
| a. DVC (Administration) | - | Chairman |
| b. Registrar | - | Member |
| c. Bursar | - | Member |
| d. Chief Internal Auditor | - | Member |
| e. Director, Physical Planning or Representative | - | Member |
| f. Director, Works and Maintenance | - | Member |
| g. 1 Senate Representative | - | Member |
| h. Professor B.C. Nwankwo | - | Member |
| i. Dr. Odiba, | - | Member |
| j. Chairman, ASUU | - | Member |
| k. Registrar's Nominee | - | Secretary |

(B) Quorum - 5 Members

(C) Terms of Reference:

- i. To advise the University Management on all matters relating to physical planning and development of the University;
- ii. To consider designs prepared by the Physical Planning Unit for Direct Labour Projects and recommend same to the University Management for consideration by the Tenders Board;

- iii. To assist the University Management perform all related matters that may be referred to it from time to time;
- iv. To submit quarterly project performance report on all on-going projects in the University to the Vice Chancellor.

(D) Frequency of Meeting – Quarterly

3. INVESTMENT AND UNIVERSITY PROPERTIES COMMITTEE

(A) Membership

- | | | |
|---|---|------------------|
| a. Deputy Vice Chancellor (Academic) | - | Chairman |
| b. Registrar | - | Member |
| c. Bursar | - | Member |
| d. Chief Internal Auditor | - | Member |
| e. Director, Physical Planning | - | Member |
| f. University Legal Officer | - | Member |
| g. Dean, Faculty of Law | - | Member |
| h. Dean, Faculty of Management Sciences | - | Member |
| i. Director, Consultancy Services | - | Member |
| j. Deputy Registrar (Establishment) | - | Secretary/Member |

(B). Quorum - 5 Members

(C). Terms of Reference:

- i. To determine the financial position and report to the University Management on the amount available for investment;
- ii. To monitor for documentation, all University properties and investments;
- iii. To advice the University Management on the type of secure and profitable investment;
- iv. To do a critical appraisal of investment organisations and advise University Management appropriately;
- v. To present periodic reports to serve as working documents on the position of University investments.
- vi. Any other related assignments that may be referred to it by the Vice Chancellor.

(D). Frequency of Meeting – Quarterly

4. JOINT CONSULTATIVE COMMITTEE ON UNION MATTERS

(A) Membership

- | | | |
|---------------------------------------|---|-----------|
| a. Vice Chancellor | - | Chairman |
| b. DVC (Administration) | - | Member |
| c. DVC (Academic) | - | Member |
| d. Registrar | - | Member |
| e. Bursar | - | Member |
| f. University Legal Officer | - | Member |
| g. Director, Works And Maintenance | - | Member |
| h. Dean, Student Affairs | - | Member |
| i. Deans, Management Sciences and Law | - | Members |
| j. Representatives of Unions/Students | - | Member |
| k. Representative of ASUU | - | Member |
| l. Representative of SSANU | - | Member |
| m. Representative of NAAT | - | Member |
| n. Representative of NASU | - | Member |
| o. P.R.O | - | Member |
| p. DR (VCO) | - | Secretary |

(B). Quorum

7 Members at least 4 from other members and 3 from among the Union Representatives

(C). Terms of Reference:

- i. To secure greatest measure of understanding, mutual respect and co-operation between the University Management and staff/students;
- ii. To consider and advise, in general, on ways and means of promoting the greater welfare of the staff and students for efficient operation of the University;
- iii. Shall have such power to establish Sub – Committees and nomination of persons on the sub-committees as it may deem fit for the effective conduct of the committee’s assignment.

(D). Frequency of Meeting – Quarterly except on emergency

5. COMMITTEE ON PART-TIME PROGRAMMES TAKE-OFF

(A) Membership

a. DVC (Academic)	-	Chairman
b. Director, Academic Planning	-	Member
c. University Librarian	-	Member
d. Director, Business School	-	Member
e. Director, Centre For Pre-Degree And Diploma Studies	-	Member
f. Director, General Studies	-	Member
g. Dean, Post-Graduate School	-	Member
h. Deans of Faculties	-	Member
i. Chief Accountant (Bursary)	-	Member
j. All Deans of Faculties	-	Member
k. Director, SERVICOM	-	Member
l. PAR (Academic Planning)	-	Secretary

B). Quorum

Two thirds of Members

(C). Terms of Reference:

- i. To work out a workable template for effective take off of Part-Time Programmes in the University;
- ii. To recommend policy to the University Management for the proper functioning of the programmes;
- iii. To identify viable academic programmes to be included in the Part-Time;
- iv. To advise the University Management of the take-off period and location of the programmes.
- v. Any other related assignments that may be referred to it by the Vice Chancellor.

(D). Frequency of Meeting – As frequent as possible

6. COMMITTEE ON QUALITY ASSURANCE

(A) Membership

- | | | |
|-----------------------------------|---|------------------|
| a. Director, Academic Planning | - | Chairman |
| b. DVC (Academic) | - | Member |
| c. Deans of Facilities | - | Members |
| d. Director of SERVICOM | - | Member |
| e. Dean, Post-Graduate School | - | Member |
| f. Dean, Student Affairs | - | Member |
| g. PAR (Academic Planning Office) | - | Member/Secretary |

B). Quorum

Two thirds of Members

(C). Terms of Reference:

- i. Formulating and reviewing the general policy guidelines for Quality Assurance to meet the minimum benchmark;
- ii. To formulate policies and to establish criteria with regard to the overall academic development of the University;
- iii. To keep under constant review the academic policies and organizational structure of the University and advise University Management as appropriate;
- iv. To consider, from time to time, the implications of any review exercise on the regulations and guidelines already approved by Senate;
- v. To monitor compliance with the Benchmark Minimum Academic Standard (BMAS) or the NUC by all programmes of the University.
- vi. Any other related assignments that may be referred to it by the Vice Chancellor.

(D). Frequency of Meeting – Quarterly

7. COMMITTEE ON PROPOSAL WRITING

(A) Membership

- | | | |
|-------------------|---|----------|
| a. DVC (Admin) | - | Chairman |
| b. DVC (Academic) | - | Member |

- | | | |
|---|---|------------------|
| c. Director, Academic Planning | - | Member |
| d. Dr. Amlabu Emmanuel (Biochemistry) | - | Member |
| e. Dean, Post-Graduate School | - | Member |
| f. Provost, College of Health Sciences and All Deans Of Faculties | - | Members |
| g. Director, SERVICOM | - | Member |
| h. Dr. O.O. Ifatimehim | - | Member |
| i. Professor Stephen Ocheni | - | Member |
| j. Director, Consultancy | - | Member/Secretary |

B). Quorum

Two thirds of Members

(C). Terms of Reference:

- i. To produce the template for a competitive proposal for research grant both locally and internationally;
- ii. To organize training for all categories of staff on how to conduct multipurpose and multidisciplinary proposal in the University;
- iii. To identify and train the trainers for competitive research proposal writing;
- iv. To identify the university and the staff with donor research agencies across the world;
- vii. Any other related assignments that may be referred to it by the Vice Chancellor.

(D). Frequency of Meeting – As frequent as possible

8. COMMITTEE ON UNIVERSITY ICT DEVELOPMENT AND NETWORK OPERATING CENTRE

(A) Membership

- | | | |
|--|---|----------|
| a. DVC (Academics) | - | Chairman |
| b. Director, ITRC | - | Member |
| c. Head, Dept. of Computer Sc. | - | Member |
| d. Director, Academic Planning | - | Member |
| e. Director, Works And Maintenance | - | Member |
| f. Dr. S. O Usman (Political Science) | - | Member |
| g. Dr. Ola Ifatimehin (Geo & Planning) | - | Member |

- h. Mr. Samson Durojaye - Secretary

B). Quorum

Two thirds of Members

(C). Terms of Reference:

- i. To produce a comprehensive ICT development policy template for the University Management;
- ii. To workout a robust and dynamic portal and website for the University using Harvard or other internationally acclaimed standard;
- iii. To source for private service providers that can partner with the University on the basis of Public Private Partnership (PPP) based on Build Operate and Transfer (BOT) system;
- vi To be responsible for the development of Network Operating Centre within the campus and in staff residential quarters;
- v. To regulate guidelines relating to access to the University internet services and subscription;
- vi. To make regulations governing the usage of the ITRC Unit;
- viii. Any other related assignments that may be referred to it by the Vice Chancellor.

(D). Frequency of Meeting – As frequent as possible

9. COMMITTEE ON INTERNALLY GENERATED REVENUE

(A) Membership

- a. Vice Chancellor - Chairman
- b. DVC (Administration) - Vice Chairman
- c. Bursar - Member
- d. Registrar - Member
- e. Chief Internal Auditor - Member
- f. Director, Academic Planning - Member
- g. Dean, Management Sciences - Member
- h. Dean, Post-Graduate School - Member

- | | | |
|---|---|-----------|
| i. Director, Consultancy Services | - | Member |
| j. Director, Business School | - | Member |
| k. Director, Centre For Pre-Degree And Diploma Studies- | | Member |
| l. Director, Entrepreneurship | - | Member |
| m. Director, GST Unit | - | Member |
| n. Director, Printing Press | - | Member |
| o. Unit Heads, University Ventures | - | Member |
| p. Head Teacher, University Staff School | - | Member |
| q. Director ITRC | - | Member |
| r. Registry Staff | - | Secretary |

B). Quorum

Two thirds of Members

(C). Terms of Reference:

- i. To compile, produce and update all the revenue yielding sources for the University ;
- ii. To ensure prompt payment of revenue collected from all Revenue Generating Units to the Bursary;
- iii. To monitor the activities of Revenue Generating Units;
- vi To advise the University Management on the need for the establishment and expansion of viable revenue generating units
- v To produce policy framework on how to make the existing revenue generating units competitive and productive.
- vi To attend to any other related matters referred to it.

(D). Frequency of Meeting – As frequent as possible

10. COMMITTEE ON THE INSTITUTIONALIZATION OF UNIVERSITY CULTURE

(A) Membership

- | | | |
|-------------------------|---|----------|
| a. DVC (Academic) | - | Chairman |
| b. Registrar | - | Member |
| c. University Librarian | - | Member |

- | | | |
|---------------------------------|---|-----------|
| d. Committee Of Deans/Provost | - | Members |
| e. Chairman Inaugural Lecture | - | Member |
| f. Chairman Public Lectures | - | Member |
| g. ASUU Chairman/Representative | - | Member |
| h. Registrar nominee | - | Secretary |

(B) Quorum

5 Members

(C) Terms of Reference

- i. To Cultivate and strengthen the structure of organized academic activities.
- ii. To ensure regular Faculty and Departmental Seminars;
- iii. To hold Professional and Public Lectures, Workshops, Training, etc. from time to time;
- iv. Adoption of dressing code for all Faculties for decency among students; and
- v. Any other related assignments that may be referred to the Committee by the Vice Chancellor.

(D) Frequency of Meeting – As frequent as possible

11. MANAGEMENT BOARD OF KSU STAFF SCHOOL

(A) Membership

- | | | |
|-------------------------------------|---|------------------|
| a. DVC (Academic) | - | Chairman |
| b. Dr. S. O. Ejima | - | Member |
| c. Director, Academic Planning | - | Member |
| d. Director, Physical Planning | - | Member |
| e. Representative of Registrar | - | Member |
| f. Representative of Bursar | - | Member |
| g. Representative of ASUU | - | Member |
| h. Representative of JAC | - | Member |
| i. 2 Representatives of PTA | - | Member |
| j. Director, Consultancy Unit | - | Member |
| k. Director, Health Services Unit | - | Member |
| l. Chief Security Coordinator (CSC) | - | Member |
| m. Head Teacher | - | Member/Secretary |

(B) Quorum

Two-thirds of Membership

(C) Terms of Reference

The Management Board shall be responsible to the University Management for:

- (i) Formulating and reviewing the general policy guidelines for the school;
- (ii) Proposing to the University Management means of generating funds for the recurrent expenditure of the school;
- (iii) Preparing the annual budget for the school in accordance with the University practice;
- (iv) Reviewing the programmes and curricular of the school in accordance with the overall objectives of the school, the needs of the University's Faculty of Education and the Educational policy of Government;
- (v) Overseeing the facilities of the school and ensuring their maintenance;
- (vi) Formulating and reviewing the conditions of service of the staff of the school;
- (vii) Reviewing the conditions of admittance and the amount to be paid by the pupils in the school, and approving the dates of school terms;
- (viii) Provide framework for the expansion of the school that can make it a model in Nigeria;
- (ix) Any other matters that may affect the over-all well being of the school, or as may be assigned by the University Management or the Vice-chancellor.

(D) Frequency of meeting – As deemed necessary by the Board, but not less than once per term

12. UNIVERSITY MERIT AWARDS COMMITTEE

(A) Membership

- a. Vice Chancellor - Chairman
- b. DVC (Admin) - Vice Chairman
- c. 2 Representatives of Committee of Deans - Members
- d. Director of SERVICOM - Member
- e. Registrar - Member
- f. Bursar - Member

- | | | |
|---|---|------------------|
| g. Professor D. Menegbe | - | Member |
| h. Dr (Bar.) Y. B. Hassan (Fac. of Law) | - | Member |
| i. Rev. Fr. Drr. Fidelis Egbunu | - | Member |
| j. Chief Security Coordinator (CSC) | - | Member |
| k. Director of Works | - | Member |
| l. DR (Establishment) | - | Member/Secretary |

(B) Quorum

5 Members

(C) Terms of Reference

- m. To produce template for Merit Awards for the deserving staff members to be honoured by December of every year;
- ii. To carefully identify the individual staff (2 Teaching, 3 non Teaching) using a transparent selection and screening formula;
- iii. To advice the Vice Chancellor within the available resource limit the value of prizes to be conferred on the deserving awardees;
- iv. To prepare the Certificate and plague to be warded to the deserving awardees;
- v. To use the medium to encourage staff members of the University community to be dedicated and committed to the university ideals, vision and objectives;
- vi. To identify outstanding research innovation by the academic staff to be recognized and awarded and who shall be named as KOGI STATE UNIVERSITY RESEARCHER OF THE YEAR;
- vii. To identify staff members who have demonstrated extra ordinary commitment to their duties and development of the University in general;
- viii. To identify staff members who have attracted external funding and research grants to the university to be honored at such occasion as may be suggested by the Committee;
- ix. Any other related assignments that may be referred to the Committee by the Vice Chancellor.

(D) Frequency of Meeting – As frequent as possible

13. UNIVERSITY COMMITTEE ON RELIGIOUS ACTIVITIES

(A) Membership:

- (i) Dr. S.A. Ige - Chairman
- (ii) 3 Representative of the University Christian Community: - Members
 - 1. Rev. Fr. Dr. Fidelis
 - 2. Dr. W. Onogu
 - 3. Dr. E. Ogbadu
- (iii) 3 Representative of the University Muslim Community: - Members
 - 1. Dr. Usman Ogbo
 - 2. Dr. Barr. Y.B. Hassan
 - 3. M. L. Audu
- (iv) 1 Representative of Traditional Religion - Member
- (v) Dean of Student Affairs - Member
- (vi) Chief Security Coordinator (CSC) - Member
- (vii) 2 Representative of KSU Christian Students - Members
- (viii) 2 Representative of KSU Muslim Students - Members
- (ix) Deputy Registrar (Legal Unit) - Member
- (x) Guidance and Counseling Officer – Secretary

(B) Quorum:

The Chairman, Secretary, 1 Representative of each Religious groups and a Representative of the traditional religion (If any).

(C) Terms of Reference:

- (i) To identify various religious and social groups operating on the University campus and make recommendations to the Vice-Chancellor on their registration from time to time;
- (ii) To monitor the activities of the various religious group on the Campus with a view to ensuring peaceful coexistence;
- (iii) To ensure maximum understanding and co-operation among the various religious group on the Campus;
- (iv) To consider specific matters on religious activities which may be referred to it from time to time by the Vice-Chancellor or any other member of the University Community;
- (v) To act as an Advisory Committee to the Vice-Chancellor on religious matters

(D) Frequency of meeting – Quarterly or the need may arise

14. SPORTS COUNCIL

(A) Membership:

(i). Professor Segun Adeyemi (Dept. of Fisheries)	-	Chairman
(ii) Registrar or his Representative	-	Member
(iii) Dean of Student Affairs or Representative	-	Member
(iv) Bursar or Representative	-	Member
(v) Director of Sports	-	Member
(vi) Director of Works or Representative	-	Member
(vi) Director of University Health Services	-	Member
(vii) Head, Human Kinetics & Health Edu. Dept.	-	Member
(ix) Director of Sports SUG	-	Member
(ix) ASUU, SSANU and SUG Representatives	-	Member
(x) Registrar's Nominee	-	Secretary

(B) Quorum:

Two-thirds of membership

(C) Terms of Reference:

- i. To give policy direction and to advise the Vice-Chancellor on the University sports programmes;
- ii. To establish guidelines for the purchase and maintenance of Sports facilities and equipment;
- iii. To promote sporting activities within the University and encourage participation in other outside sporting events;
- iv. To advise, the Vice-Chancellor on any financial involvement of the University Sports programmes.;
- v. Any other related matters that may be referred to the Committee.

(D) Frequency of Meeting – Quarterly

15 CEREMONIALS COMMITTEE

(a) Membership:

(i) Professor S. M Omodia (Dept. of Political Sc.)	-	Chairman
(ii) Registrar or Representative	-	Member
(iii) University Librarian	-	Member
(iv) Bursar	-	Member
(v) Internal Auditor	-	Member
(vi) Director, Academic Planning	-	Member
(vii) Director, SERVICOM	-	Member
(viii) Director of Works and Maintenance	-	Member
(ix) Chief Security Coordinator (CSC)	-	Member
(x) 1 Representative per Faculty	-	Member
(xi) Director of Health Services	-	Member
(xii) Head, Department of Theater Arts	-	Member
(xiii) 1 Representative of Congregation	-	Member
(xiv) 1 Representative of Alumni Association	-	Member
(xv) Deputy Registrar (Academic)	-	Member
(xvi) Dean, Student Affairs or Rep.	-	Member
(xvii) Director, Consultancy Services	-	Member
(xviii) PRO	-	Secretary

In Attendance:

- I. Secretary, Postgraduate School
- II. Faculty Officers

(A) Quorum:

Two-thirds of Members

(B) Terms of Reference:

- (i) To plan for all major ceremonial activities of the University
- (ii) To, in close liaison with the University Management, make all arrangements for the Convocation and other University ceremonies;

- (iii) To advise University Management on any other matter concerning the University ceremonies;
- (iv) Shall have power to co-opt and set up sub committees for its smooth operation.

(C) **Frequency of Meeting** – As situations demand

16. STUDENTS' WELFARE COMMITTEE

(A) Membership

- | | | |
|---|---|-----------|
| (i) DVC (Administration) | - | Chairman |
| (ii) Registrar or Representative | - | Member |
| (iii) University Librarian or Representative | - | Member |
| (iv) Bursar or Representative | - | Member |
| (v). Dean of Student Affairs | - | Member |
| (vi) Director of Works | - | Member |
| (vii). Chief Security Coordinator | - | Member |
| (viii). Dr. Security Coordinator | - | Member |
| (vii) Dr. (Mrs) G. Sale | - | Member |
| (viii) Hostel Reps. (Inikpi, Dangana, Ocheja) | - | Members |
| (ix) Director of Health Services | - | Member |
| (x). SUG President, Secretary and Dir. of Welfare | - | Members |
| (xi) 1 Alumni Association Representative | - | Member |
| (xii) Student Affairs Officer | - | Secretary |

(B) Quorum:

Two-thirds of Membership

(C) Terms of Reference:

- (i) To advise the Vice Chancellor on all matters relating to the provision for the welfare of students and regulation of their conduct;
- (ii) To workout template for Financial Aid and assistance to indigent students;
- (iii) To workout arrangements for separation of Staff Quarters to Senior and Junior Staff categories;

- (iv) Advising the Vice Chancellor on the need to enhance Private Public Partnership (PPP) form of staff Housing Development which can result in staff owner-occupy scheme in future; and
- (v) On any matter referred to it by the Vice-Chancellor or the University Management.

(D) Frequency of Meeting – Bi-monthly.

17. STAFF HOUSING ALLOCATION COMMITTEE

(A) Membership:

- | | | |
|---------------------------------------|---|-----------|
| (i) Deputy Vice Chancellor (Academic) | - | Chairman |
| (ii) Registrar or Representative | - | Member |
| (iii) Bursar or Representative | - | Member |
| (iv) Director of Works of Rep. | - | Member |
| (v) 1 Representative of each Faculty | - | Members |
| (vi) 1 Representative of each Union | - | Members |
| (vii) Housing and Passages Officer | - | Secretary |

(B) Quorum:

7 members

(C) Terms of Reference:

- (i) To advise the Vice-Chancellor on the Unit of houses to be constructed or acquired by the University for its staff;
- (ii) To formulate and publicize clear guidelines governing allocation of housing to staff;
- (iii) To advise the Vice-Chancellor on the allocation and re-allocation of housing to staff;
- (iv) To consider reports of any executive allocations that may be made from time to time;
- (v) To advise the Vice-Chancellor on modifications to existing housing units as may be necessary for them to meet the needs of staff;
- (vi) To deal with any other matters referred to it by the Vice-Chancellor.

(D) Frequency of meeting – Quarterly

18. UNIVERSITY BOARD OF HEALTH

(A) Membership:

- | | | |
|---|---|-----------|
| (i) Provost College of Health Sciences (VC nominee) | - | Chairman |
| (ii) Registrar's nominee | - | Member |
| (iii) Director of Health Services | - | Member |
| (iv) 2 Senate representatives | - | Member |
| (v) Director of Works or Representative | - | Member |
| (vi) 1 Representative of each Union | - | Member |
| (vii) 1 SUG Representative | - | Member |
| (ix) 1 Representative of Security Unit | - | Member |
| (x) Director of Health SUG | - | Member |
| (x) Establishment Officer (Senior) | - | Secretary |

(B) Quorum:

5 members including the Chairman and Director of University Health Services.

(C) Terms of Reference:

- (i) To lay down guidelines and advice the Vice-Chancellor generally on health and allied services of the University;
- (ii) To review the annual estimates of the Health Centre and make recommendations to the University Management;
- (iii). To perform such functions in relation to the University Health Services as the Vice-Chancellor or Senate may prescribe from time to time.

(E) Frequency of Meeting - Bi-monthly

19. CENTRAL SCHEDULING COMMITTEE

(A) Membership:

- | | | |
|---|---|----------|
| (i) Director, Academic Planning | - | Chairman |
| (ii) Director General Studies | - | Member |
| (iii) Deputy Deans of all Faculties | - | Member |
| (vi) 1 Representative from each Faculty | - | Member |

- (vii) Director, CPDS or Representative - Member
- (viii) Deputy Registrar (Academics) - Secretary

(B) Quorum:

Two-thirds of membership

(C) Terms of Reference:

- i. To consider and allocate, for optimum use, all Lecture Theatre/Classroom, and Laboratories;
- ii. To draw up Time-able for all the courses in the University and allocate appropriate Lecture Theatre/Lecture/ Laboratory Rooms/spaces as appropriate for lectures and Examinations.

(D). Frequency of Meeting – Three times in a year.

20. COMMITTEE ON COMMUNITY RELATIONS

A. Membership

- a. DVC (Administration) - Chairman
- b. 2 Reps. of Committee of Deans - Member
- c. Senate Representative - Member
- d. Dean, Student Affairs - Member
- e. Representatives of Unions - Members
- f. SUG Representative - Member
- g. Ogohi Anyigba or Representative - Member
- h. Gago Ojikpadala (Egume) - Member
- i. DPO, Anyigba Division - Member
- j. Community Leader, Anyigba - Member
- k. Head of Vigilantee (Anyigba) - Member
- l. Community Representative - Member
- m. CSC - Member
- n. PRO - Member
- o. Representative of the Registrar - Member/Secretary

(B). Quorum:

Two thirds of Membership

(C) Terms of Reference:

- (i) To work closely with the host communities on how to foster cordial relationship between the University community and the surrounding host communities;
- (ii) To serve as the meeting point between the university and the host communities;
- (iii) To workout template on how to proactively address issues of concern such as security, conflicting interest and other related matters to foster mutual understanding between the university community and the host communities.
- (iv) To make recommendations to the Vice-Chancellor on any improvements that will be in the best interest of both the University community and the host communities.

(D). Frequency of Meeting – Bi-Monthly or as the need arises

21. COMMITTEE ON LINKAGES

- a. Vice Chancellor - Ex-Officio
- b. DVC (Admin) - Chairman
- c. DVC (Academic) - Member
- d. Registrar - Member
- e. Director, Academic Planning - Member
- f. Director, Physical Planning - Member
- g. Dean, Post-Graduate School - Member
- h. Dean, Student Affairs - Member
- i. 2 Representatives Of Deans Of Faculties - Members
- j. Provost, Colleges of Health Sciences - Member
- k. Director, Advancement and Support Unit - Member
- l. 2 Representatives Of Alumni Association - Member
- m. Dean, Business School - Member
- n. Chairman, ASUU - Member
- o. Director, Consultancy Services - Member
- p. Director, ITRC - Member

- | | | |
|-----------------------------------|---|-----------|
| q. Public Relations Officer | - | Member |
| r. Secretary, Postgraduate School | - | Secretary |

(B). Quorum:

Two thirds of Membership

(C) Terms of Reference:

- (i) To map out strategies on how to establish linkages with Government Agencies and parastatals, International donor agencies, Philanthropist and other corporate organization for the growth and development of the university;
- (ii) To establish KOGI STATE UNIVERSITY ENDOWMENT ANNUAL LECTURE in honour of distinguished personalities or corporate organization;
- (iii) To workout a realistic template for linkages and collaboration between the University and other corporate organizations.

(D). Frequency of Meeting – Quarterly or as the need arises

22. UNIVERSITY RECORDS COMMITTEE

(A) Membership

- | | | |
|--------------------------------------|---|------------------|
| a. Registrar | - | Chairman |
| b. Representative of Bursar | - | Member |
| c. Director, Academic Planning | - | Member |
| d. University Librarian | - | Member |
| e. Chief Internal Auditor | - | Member |
| f. Dean, Student Affairs | - | Member |
| g. Director, Consultancy Services | - | Member |
| h. Director, ITRC | - | Member |
| i. Representatives of of Faculties | - | Member |
| j. Director, CPDS or Representatives | - | Member |
| k. PRO | - | Member |
| l. Representative Of Alumni | - | Member |
| m. Academic/Students Record Office | - | Member/Secretary |

(B). Quorum:

Two thirds of Membership

(C) Terms of Reference:

- (i) To ensure accurate and up to date staff and student records from the inception of the University to date;
- (ii) To workout template for prompt processing and release of transcripts for our graduates;
- (iii) To document all important landmarks and achievements in the University for ease of reference and consultation;
- (iv) To provide template that will guarantee the culture of record keeping in the University;
- (v) To organize workshop and training for all categories of staff on record keeping as the need may arise; and
- (vi) Any other related assignments that may be referred to the Committee by the Vice Chancellor.

(D). Frequency of Meeting – Quarterly or as the need arise

23. PROFESSORIAL INAUGURAL LECTURE COMMITTEE

(A) Membership

- a. Professor S. S Arogba - Chairman
- b. A Professor Representing College of Health Sciences,
and all Faculties - Members
- c. PAR (Senate) Academic Office - Secretary

(B). Quorum:

One third of Membership

(C) Terms of Reference:

- (i) To periodically organize Inaugural Lecture for the Professors that so indicate interest;

- (ii) To workout a practical and acceptable template to guide the process of Inaugural Lecture delivery on the basis of first come first serve;
- (iii) Any other related assignments that may be referred to the Committee by the Vice Chancellor.

(D). Frequency of Meeting – As the need arises

24. DUE PROCESS COMMITTEE

(A) Membership

- | | | |
|---|---|-----------|
| 1. Vice Chancellor | - | Chairman |
| 2. Deputy Vice Chancellor (Admin) | - | Member |
| 3. Registrar | - | Member |
| 4. Bursar | - | Member |
| 5. Director, Physical Planning | - | Member |
| 6. Director of Works and Maintenance | - | Member |
| 7. Director, SERVICOM | - | Member |
| 8. Internal Auditor | - | Member |
| 9. Executive Officer to the Vice Chancellor | - | Secretary |

(B) Quorum

Two-thirds of membership

(C) Terms of Reference

- i. To ensure that all proposals for expenditure followed the known best practices as enshrined in the Due Process common rules and regulations or as may be determined by the Committee.
- ii. To ensure that all major proposals for expenditure in the University conform with the known procedures for transparency.
- iii. Any other assignments that may be referred to it from time-to-time.

(D) Frequency of meeting

As the need arises.

25. COMMITTEE OF MARKET SURVEY FOR STANDARD PRICE LIST OF REGULAR PURCHASES IN THE UNIVERSITY

(A) Membership

- | | | |
|--|---|----------|
| 1. Deputy Vice Chancellor (Admin) | - | Chairman |
| 2. Deputy Bursar (Financial Management) | - | Member |
| 3. Director of Works and Maintenance | - | Member |
| 4. Chief Internal Auditor | - | Member |
| 5. Principal Accountant (Purchasing & Procurement) | - | Member |
| 6. Administrative Officer (Bursary Department) | - | Member |

(B) Quorum

Two-third of membership

(C) Terms of Reference

- i) To conduct market survey and propose standard price list for items of regular purchase by the University, like stationery, electronic, electrical, chemical and mechanical items.
- ii) To propose reasonable margins on credit purchases against the standard cash purchase price list.
- iii) To ensure value for money in purchases and procurements, in terms of cost and quality.
- iv) To sensitize users, recommending officers and approving officers on current standard prices for uniformity.

(D) Frequency of Meeting

Quarterly but also as the need may arise.

The various Committee will be inaugurated shortly.

Professor Mohammed S. Abdulkadir
Vice Chancellor