



## **THE ROLES AND RESPONSIBILITIES OF GOVERNING COUNCIL, RECTOR/ PROVOST AND PRINCIPAL OFFICERS OF MONOTECHNIC INSTITUTIONS IN NIGERIA**

### **Preamble**

The mode of governance of an institution should be entrenched in its Enabling Act.

The integrity of the institution is judged by the professional competence, educational experience, personal responsibility and ethical qualifications evidenced by the individuals involved in the management of the institution.

Proper administrative and management machinery should exist in all institutions offering middle level manpower training.

The National Board for Technical Education (NBTE) has therefore set the guidelines and processes on how the institutions should be managed effectively that will ensure good academic delivery which will lead to the production of skilled competence personnel for the country.

### **1. Governing Council**

Institution should have a Governing Council, membership of the Council should be clearly stated in the institution Enabling Act, and should include:

- a. A Chairman to be nominated by the proprietor who should preferably be a well-qualified and experienced person in the field related to the mandate of the institution.
- b. The head of the institution as an ex – officio member.
- c. Representative of the professional bodies.
- d. Representative of employers.
- e. Two representatives of the institution Academic Board.
- f. Two representatives of the institution Congregation
- g. Representative of the community/Alumni Association.
- h. Representative of NBTE.

The functions of the Governing Council which should be clearly spelt out in the Enabling Act should include among others the following;

- i. Overseeing the management of affairs of the institution.
- ii. Control of properties and finance.
- iii. Senior staff appointment and promotions.
- iv. Supervision of academic and physical development of the institution.

**2. The Governing Structure** of such institution shall consist of the following:

- a. Governing Council
- b. Academic Board
- c. Management Committee
- d. School/College Board, and
- e. Departmental Board

**3. Rector/Provost**

All institutions offering middle level manpower training should be headed by chief executive of proven academic and administrative competences.

He should be appointed by the proprietor of the institution. He should be the chairman of the Academic Board and is responsible for the management of the institution.

**4. The Registrar**

The Registrar should be the head of the institution Registry and should be responsible to the Rector or Provost. He should be responsible for all academic and administrative record keeping. He should be assisted by Deputy and Assistant Registrars who should head the various sections of the Registry. The main functions of the Registrar among others should be as follows;

- a. Staff employment and Deployment.
- b. Admissions Management: Coordinating the admission process for new students.
- c. Records Keeping: Maintaining all administrative, staff and student records, including transcripts and certificates.
- d. Policy Implementation: Implementing academic policies and regulations.
- e. Student Affairs: Addressing student-related issues on student life on campus and discipline while ensuring compliance with institutional standards.
- f. Coordinating students placement for SIWES
- g. Ensure the implementation of staff development policy.

The Registry should have the following sections and units for effective delivery;

**Academic Services** (To be headed by Deputy Registrar)

- i. Students Records and Statistics
- ii. Admissions
- iii. SIWES (Student Industrial Work Experience)

**Establishment Services Unit** (To be headed by Deputy Registrar)

- i. Recruitment, Promotion and Discipline
- ii. General Administration
- iii. Open and Secret Registry
- iv. Staff Welfare, Training and Development.

**Student Affairs Unit** (To be headed by Deputy Registrar)

- i. Hall Administration
- ii. Sports
- iii. Guidance and Counseling
- iv. Student welfare Unit
- v. Management Information Unit
- vi. Human Resources Management Unit
- vii. Student portal/college website

## **5. The Bursar**

The Bursar should be the head of the Bursary and should be responsible to the Rector or Provost. He should be responsible for all financial record keeping, money disbursement and receipts. Other functions of the Bursar among others are;

- a. Ensuring financial due process in the institution.
- b. Advising the Provost on all aspects of financial matters including financial regulations.
- c. Ensuring effective and adequate internal control system in safeguarding the institution assets.
- d. Ensuring the timely preparation of relevant documents and payment of salaries.
- e. Ensuring Bursary staffs are exposed to regular training programmes to equip them with the relevant financial skills.

The Bursary Department should have the following Sections and Units to be headed by Chief Accountants and Senior Accountants respectively: -

## **6. Revenue and External Assistance**

- i. Revenue Mobilization and Receivables
- ii. Aids and Grants

- iii. Student Accounts
- iv. Cash Office

### **Expenditure Control**

- i. Recurrent Expenditure
- ii. Capital Expenditure
- iii. Payroll
- iv. Loans and Advances

### **Budgets**

- i. Budget: Recurrent
- ii. Budget: Capital, Monitoring and Evaluation

### **Financial and Fiscal Reporting**

- i. Assets management and Accounting
- ii. Final and fiscal accounts
- iii. Audit Query
- iv. Store

## **7. Librarian**

The Librarian is responsible for managing the Institution's library and information resources and should be responsible to the Rector or Provost.

Key functions include:

- a. Titles Collection Development: Acquiring text books, journals, and other materials for the library.
- b. Information Services: Providing access to information resources and assisting users in research.
- c. Library Management: Overseeing library operations, including staff management and budgeting.
- d. User Education: Conducting training sessions for users on effective research and information retrieval.
- e. Ensuring library staff are exposed to regular training programmes to equip them with the relevant financial skills.

Sections under the Librarian should include:

- i. Acquisition: Manages the procurement of library materials.
- ii. Classification and Cataloguing: Organizes the classification of library resources.
- iii. Reference: Assists users in finding information and conducting research.

- iv. Circulation
- v. Serial Unit
- vi. E-library
- vii. Bindery

## **8. Academic Board**

The institution should have an Academic Board which will be responsible to the Governing Council. The functions and composition of the Academic Board should be clearly spelt out in the Enabling Act of the institution and should include Management of the academic matters of the institution such as;

- a. Regulating admission of students
- b. Awards of Diplomas and certificates
- c. Examinations
- d. Determination of academic programmes of the institution within limits of its Enabling Act and available resources
- e. Routine administrative matters such as students discipline.
- f. Compliance with Quality Assurance regulations.

Membership of the Academic Board should comprise of the following members: -

- i. Rector/Provost/ CEO as Chairman
- ii. The Deputy Provost
- iii. College Librarian
- iv. Heads of Academic Departments
- v. All Chief lecturers and;
- vi. Registrar as Secretary

Approved by the Executive Committee of the NBTE, 14<sup>th</sup> February, 2025.