



# The Nigeria French Language Village

(Inter-University Centre for French Studies)

P.M.B.1011 Ajara – Badagry ,Lagos State, Nigeria

## *REGISTRY*

## *DEPARTMENT*

The Registry, headed by the Registrar and Secretary to Council, who is also head of Administration, is the institution's custodian of records and information. The Administrative and Academic activities of the Village are documented at the Registry. The Department handles the effective dissemination and implementation of Village policy directives. As the operational base of the Chief Administrative Officer in the system, the Registrar's office serves to feed Management through the Chief Executive, the supervisory authorities and agencies with relevant facts and data, when required.

### **STRUCTURE OF THE REGISTRY**

#### **Units and sections of the Registry**

Apart from the Office of the Registrar, the Registry is made up of seven operational/classified units and sections that are responsible to the Registrar for giving effect to the requisite administrative responsibilities in the Village. These are:

1. **Human Resources Management and development unit**
2. **Academic Affairs Unit**
3. **Students Affairs**
4. **Council and General Administration**
5. **House Keeping**
6. **Guidance & Counselling**

It should be noted however that the SERVICOM Unit that was created in the Village in 2005, through the directive of the Federal Ministry of Education, Ministerial SERVICOM Unit was formerly under the Registry Department with the Legal Unit before they were moved to the Directorate.

#### **1. THE REGISTRAR'S OFFICE**

The Registrar supervises the implementation of administrative and legal matters of the Village, as may be directed. The Office as well, governs the central administrative records of the Village.

#### **Functions of the Registry Office:**

The office of the Registrar performs the following functions:

1. Staff recruitment into the Village is statutorily handled by the Registry
2. It keeps the records and information of the institution.
3. It disseminates and implements Village policy directives.
4. The office documents Administrative and Academic activities of the Village.
5. It coordinates the activities of Unions and professional associations in the Village.
6. It handles the constitution and servicing of most committees in the Village.

#### **2. HRM&D UNIT ANNUAL REPORT FOR 2015/2016 ACADEMIC YEAR**

The Human resource Management and Development Unit is responsible for handling all matters relating to staff of the institution with regards to their leave, promotion, salary, training, placement and increment, welfare and discipline.

#### **FUNCTIONS OF THE UNIT**

- I. Designing and executing proper staffing procedures for the Village, through the due process of selection recruitment and placement. Initiating and arranging for appropriate interview panels.
- II. Coordinating staff job performance appraisal and job evaluation for all departments
- III. Undertaking regular job analyses in collaboration with the various Heads of Departments as well as periodic staff auditing and making appropriate recommendations to Management.
- IV. Analysing all completed staff Annual Appraisal forms and making recommendations to Management on staff compensation and motivation , discipline, sanction and training needs
- V. Attending to staff welfare issues in collaboration with the welfare committee, recommending appropriate welfare packages.
- VI. Advising Management on necessary measures towards achieving industrial peace and harmony and being involved in collective bargaining processes.
- VII. Ensuring proper staff disciplinary procedures and putting in place measures that would encourage staff commitment to duties.
- VIII. Organising regular in-plant training for all staff

- IX. Promoting staff development by encouraging efforts in that direction and recommending study leaves where it is possible.
- X. Ensuring proper handling of staff withdrawal, resignation, retirement and computing terminal benefits, for qualified staff.

### **3. ACADEMIC AFFAIRS UNIT**

The present Academic Affairs Unit of the Registry came into existence in April, 2004. Before then, the functions of the unit relating to the LIP programmes were handled by the office of an Academic Secretary while those relating to the proficiency programmes of the Consultancy Services Unit, now Department of French for Special Purposes, were handled directly by the Consultancy Unit. The Academic Affairs Office, like it is in the case of other universities is saddled with the task of providing administrative structure for all academic related matters.

#### **FUNCTIONS OF THE UNIT:**

- i. **Academic and Examination Calendars**-It is the duty of the unit to propose Academic and Examination Calendar for the Nigeria French Language Village in collaboration with the Academic Planning office and with inputs from other departments.
- ii. **Admission Matters**-Sale of forms for Diploma and Module Certificate programmes are coordinated by the office. The Academic Affairs office analyses returned forms and forward same to the Admissions committee. The Admissions Committee recommends to Management the number of candidates to be admitted for each programme. Approved list of admitted students is published and the office organizes screening for successful candidates. Final list of successful candidates is produced and the office prepares and dispatches the provisional admission letters to successful candidates.
- iii. **Administrative support to Examinations**-The Academic office provides administrative back-up to all internal examinations in the Village. This includes processing of results and dispatching results to Universities and Colleges of Education. Requests for attestations, certificates and transcripts are duly processed and dispatched by the Academic Office.
- iv. **DELF/DALF Centre** -The Academic Affairs office provides operational base for the conduct of international examinations of DELF/DALF Certificates. Necessary materials for the smooth conduct of the examination in March and June are stocked, released and dispersed by the office. Attestations and Certificates of successful candidates from Alliance Francaise are received in the Academic Affairs office, for subsequent release to the candidates. Coordinating Academic Board and Village Academic Board Committee. The office provides the secretariat to the Village Academic Board (VAB). The head of the unit attends meetings of the coordinating academic board (CAB) as the representative of the Registrar in attendance.

**4 THE COUNCIL AND GENERAL ADMINISTRATION (COGA) UNIT-** The Council and General Administration Unit was created from inception of the Village to handle Council and General Administrative matters under the supervision of the Registrar & Secretary to Council.

### **FUNCTIONS OF THE UNIT:**

- a) Handling unsolicited letters to the Village
- b) Drafting mails, memos, letters, workshop documents, and any other report for the Registrar's attention and ensuring such documents are filed in the corresponding file with the needed reference.
- c) Attending to Staff request on general administration and letter of invitation to embassies in Nigeria.
- d) Keeping track of contractual and maintenance agreement with the Village
- e) Handling correspondence other higher institutions.
- f) Handling Village correspondence with companies and maintaining companies files.
- g) Keeping records on correspondence with Federal Ministry of Education, the National Universities Commission, TETFund, the French and other Embassies, Insurance companies, media houses, as well as other transactions and contracts that are ancillary to Village primary operations
- h) The office also handles tenancy related matters, and other functions that are assigned to it by the Registrar
- i) Booking flights online
- j) Scanning and Sending correspondences through e-mail and ensuring feedback is maintained.
- k) Making enquiries on issues related to general administration.
- l) Keeping track of all files and ensuring monthly file audit.
- m) Liaising with other Staff of the Unit for smooth running of the Registrar's office and the COGA unit.

5. **THE STUDENTS' AFFAIRS UNIT-** The Student Affairs Unit is a Unit that is saddled with the Welfare of Students, be it in terms of their education or well-being. The Unit ensures that proper registration is carried out and monitors students' activities irrespective of their various backgrounds.

### **FUNCTIONS OF THE UNIT:**

- a. Registration of Students
- b. Orientation Programme for Students
- c. Election/Swearing-In of Students' Representative Council
- d. Organisation of Universities Hall Week in Conjunction with the Hall Wardens.
- e. Publication of Year Book
- f. Preparing of Time-Table for Socio-Educative activities.
- g. Organisation of Excursions.
- h. Organisation of Friday 'Causerie'
- i. Organisation of Send forth reception in honour of outgoing students.
- j. Issuance of students' Exit Permit.
- k. Drafting of Official letters and Memo in relation to the Unit.
- l. Recording/Scoring of Socio-Educative Cards

**6 HOUSEKEEPING UNIT-** This is one of the oldest administrative offices in the Village. The House keeping unit accommodates students as approved by the management into the hostels. The unit sees to the general welfare of the students in the hostels. Most staff of the unit are in loco-parentis to many of the students accommodated in the hostels. Hence, the job goes beyond allocation of rooms to students. It entails counselling, policing, arbitration, investigation, etc.

**7. THE GUIDANCE AND COUNSELLING UNIT -** It avails students the opportunity to have a professional to whom they could unwind and bear out their minds on issues bothering them and which may impair their ability to adapt to the Village environment and successfully carry out their academic activities.

**FUNCTIONS OF THE UNIT:**

1. Responsible for general counselling and provision of students counselling services in the Village;
2. Rendering of individual and group counselling services to staff and students;
3. Assisting in the conduct of orientation programmes for fresh students;
4. Liaising with Departments on behalf of students on specific references
5. Providing regular group guidance talks and seminars for students on specific topical issues;
6. Facilitating of special consultative/collaborative meetings with staff/students for crisis prevention, intervention/resolution;
7. Providing support/rehabilitative counselling services for students with poor academic standing;
8. Handling of students with special counselling needs and conduct of appropriate referrals e.g. international students, high risk students and psychiatric cases;
9. Preparation of regular reports/statistics of students, at the end of each programme on guidance and counselling activities in the Unit;
10. Consulting /liaising with parents/wards on specific references e.g. condolence trip/parents forum;
11. Information services on wide area of personal/social and academic counselling through paper cuttings, flyers, write-ups and cartoons e.g. HIV/AIDS, sexual harassment, examination, ethics etc.;
12. Matters relating to career talks with representatives of outside bodies;
13. Handling of referral cases from the Village Academic Board and other organs of the Village on counselling matters for staff and students;
14. Organising Students Representative Council elections in collaboration with the Students Affairs Officer;
15. Serving as member of relevant Village Committees including Students Disciplinary Committee;

Any other administrative duties assigned by the Registrar or Director-General