

**A LAW TO ESTABLISH THE KADUNA STATE  
COLLEGE OF EDUCATION 2018**

TABLE OF CONTENT

**Arrangement of Sections**

**PART I  
PRELIMINARY**

1. Short Title;
2. Commencement;
3. Interpretation;

**PART II  
ESTABLISHMENT POWERS AND FUNCTIONS  
OF THE COLLEGE**

4. Establishment of the College;
5. Objectives of the College;
6. Powers and functions of the College;
7. Special Arrangement, Agreement or Affiliation by the College;

**PART III  
VISITOR TO THE COLLEGE**

8. The Visitor and his Functions;

**PART IV  
THE COUNCIL OF THE COLLEGE**

9. Establishment of the Council and appointment of Chairman and other members;
10. Powers and Functions of the Council;
11. Secretary to the Council;
12. Appointment and tenure of the Provost;
13. Appointment and tenure of Deputy Provost;

**PART V  
ESTABLISHMENT AND FUNCTIONS OF THE COMMITTEES**

14. Establishment of Committees:
15. Composition of the Finance and General Purpose Committee:
16. Functions of the Finance and General Purpose Committee:
17. Appointments, Promotions and discipline Committee:
18. Functions of the Appointments, Promotions and Discipline Committee:

**PART VI  
MANAGEMENT COMMITTEE:**

19. Secretary to the Committees:
20. Management Committee:
21. Composition of the Management Committee

**PART VII  
ACADEMIC BOARD OF THE COLLEGE**

22. Establishment of Academic Board:
23. Composition of Board:
24. Functions of the Board:
25. Secretary to the Board:
26. Supplementary Provisions Schedule:

**PART VIII  
PROPERTY AND FINANCE**

27. Property of the College:
28. Power of Council to hold Property or enter into Contract:
29. Revenue of the College:
30. Annual Estimates:
31. Auditing of Accounts:

32. Statement of Accounts;
33. Principal Officers of the College:

**PART IX  
OFFICERS OF THE COLLEGE**

34. Functions of the Provost, Deputy Provost, Registrar, Bursar, Librarian, Director of works etc;
35. Tenure of the Registrar, Bursar, Director of Works and Librarian:

**PART X  
APPOINTMENT OF OTHER STAFF**

36. Election of Deans:
37. Election of Sub-Deans;
38. Appointment of Heads of Department/Coordinators
39. Conditions of Appointment
40. Suspension or removal from office of the provost or any senior member of staff of the College;
41. Resignation of appointment by any staff of the College;

**PART XI  
MISCELLANEOUS PROVISIONS**

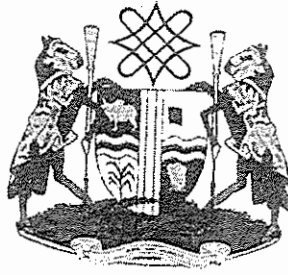
42. The Council to give effect to any regulations made;
43. Discipline;
44. Common Seal of the College;
45. Power to make Regulations;
46. Functions of the Congregation
47. Power of the Governor as a Visitor;
48. Pre- action notice;
49. Notice, Summons etc to the College;
50. Repeal and Savings:

**SCHEDULE**

**SUPPLEMENTARY PROVISIONS ON THE COUNCIL  
AND OTHER CONSTITUENT BODIES OF THE COLLEGE**

1. Summoning of Meeting of the Council;
2. Conduct of Meetings;
3. Co-option of Members;
4. Quorum of the Council and Council Committees;
5. Summoning of Meeting of the Board and other Bodies;
6. Retirement age.

**A LAW TO ESTABLISH THE KADUNA STATE  
COLLEGE OF EDUCATION 2018**



Kaduna State of Nigeria

Law No. 24.....2018

(December 15, 2018)

Commencement

**BE IT ENACTED** by the House of Assembly of Kaduna State as follows:- Enactment

**PART I**

**PRELIMINARY**

1. This Law may be cited as the Kaduna State College of Education Law 2018. Short Title
2. This Law shall come into operation on the 15<sup>th</sup> day of December.....2018. Commencement
3. In this Law, unless the context otherwise requires:- Interpretation
  - "Board" means the Academic Board of the College;
  - "Chairman" means Chairman of the Governing Council of the College;
  - "College" means the Kaduna State College of Education;
  - "Commission" means the National Commission for Colleges of Education;

"Congregation" means the General Assembly of the College consisting of the Principal Officers, full time members of academic Staff and every administrative/technical Staff who holds a degree from any recognised University or its equivalent not being an honorary degree;

"Council" means the Governing Council of the College;

"Deputy Provosts" means the Deputy Provosts of the College who may also be the Heads of the Campuses;

"Governor" means the Governor of Kaduna State;

"Provost" means the Chief Executive Officer of the College;

"Registrar" means the Head of Administration of the College;

"Regulations" means the Kaduna State College of Education Regulations;

"State" means Kaduna State of Nigeria;

"Visitor" means the Governor of the State.

## **PART II**

### **ESTABLISHMENT, POWERS AND FUNCTIONS OF THE COLLEGE**

4. (1) There is hereby established in the State a College to be known as the Kaduna State College of Education. Establishment of the College
- (2) The College shall be;
- (a) a multi-campus in nature;
  - (b) a body corporate with perpetual succession and a common seal; and
  - (c) vested with powers to sue and be sued in its corporate name.
5. The objectives of the College shall be to:- Objectives of the College

- (a) assist the State and the Nation achieve its Educational objectives through the preparation of teachers to assume teaching posts and administrative responsibilities in primary and post primary educational institutions;
- (b) offer courses of study, training and research in the arts, languages, religion, sciences, agriculture, technology and commerce for the preparation of teachers in these subject areas for the award of Nigeria Certificate in Education or other such qualification as may be approved by the Commission in line with the State or National Policy;
- (c) offer internal and external courses of short duration to serving teachers on the administrative and professional aspects of teachers' role; and
- (d) promote through teaching, research and other means the advancement of knowledge and in particular the study of education, for the benefit of the community at large.

6. (1) The College shall be a Teaching, Examining and Research body.

Powers and functions of the College

(2) The College shall have powers to:

- (a) provide in its Regulations the rules and conditions under which persons may be admitted as students of the College for any particular course of study offered by the College;
- (b) provide courses of instructions in the academic, professional and technical subjects for the students of the College;
- (c) make provisions for research and dissemination of knowledge;
- (d) designate such post and offices as the purposes of the College may require and to appoint or remove persons from such posts and offices upon such conditions of service as it may determine;
- (e) provide recreation and welfare for members of Staff of the College as may be deemed necessary;

- (f) demand and receive from any student or other persons attending the College, tuition and boarding fees as the Council may from time to time determine;
- (g) prescribe rules for the discipline of the students of the College;
- (h) arrange examinations for the award of diplomas, certificates and other qualifications to persons who have completed courses of study approved by the Commission and have satisfied other requirements for the award as may be laid down;
- (i) institute and award fellowships, scholarships, prizes and other titles, aids or gifts for the advancement of knowledge for the service of the community;
- (j) borrow or raise such monies and to invest, deposit or otherwise secure revenue for the College subject to the approval of the Visitor;
- (k) enter into contracts, establish trusts and act as trustees or managers of any property, legacy, endowment, request or gifts, solely or jointly with any other institution to employ or act through agents in the furtherance of the work of the College; and
- (l) erect, provide, equip and manage libraries, laboratories, workshops, lecture halls, halls of residence, dining halls, sports fields and other buildings or facilities required for any of the purposes of the College;

7. The College may by special arrangement, agreement or affiliation with any other institution of learning, prepare its students for the award of degrees, higher diplomas, diplomas and other certificates of the institution.

Special Arrangement,  
Agreement or Affiliation by  
the College

### **PART III**

#### **VISITOR TO THE COLLEGE**

8. (1) There shall be a Visitor to the College.

Functions of the Visitor



- (2) The functions of the Visitor shall include:
  - (a) attending convocation ceremonies of the College in person or through his representative;
  - (b) appointing a Visitation Panel of not less than five members to evaluate the academic and administrative performance of the College after every four years;
  - (c) receiving of the Visitation Panel's reports;
  - (d) issuing instructions in consequence of a visitation;
  - (e) intervening and resolving any matter beyond the powers of the Council; and
  - (f) take such actions that may be in the public interest.

#### **PART IV**

#### **THE COUNCIL OF THE COLLEGE**

9. (1) There is hereby established a Governing Council to be known as the Council of the Kaduna State College of Education.
- (2) The Council shall comprise the following members:
  - (a) the Chairman who shall be appointed by the Visitor;
  - (b) the Provost of the College;
  - (c) four ex-officio members who shall be:-
    - (i) the Permanent Secretary, Ministry of Education;
    - (ii) the Permanent Secretary, Ministry of Finance;
    - (iii) the Permanent Secretary, Ministry of Justice; and

Establishment of the Council  
and appointment of  
Chairman and other  
members

- (iv) a representative of the National Commission for Colleges of Education.
- (d) three members, one from each senatorial district, to be appointed by the Visitor at least one of whom shall be a woman;
- (e) three other members as follows:-
  - (i) two other persons to be elected from the Academic Board to represent the Board; and
  - (ii) one member representing the non- academic Staff of the College.
- (3) The Chairman shall hold office for a period of five (5) years only from the date of his appointment subject to renewal for another five year term.
- (4) Any member of the Council other than an ex-officio member, may hold office for a period of five (5) years and may be eligible for re-appointment for a second five (5) year term only.
- (5) The office of a member of the Council shall become vacant if he:
  - (i) is convicted of an offence involving fraud or dishonesty or has committed an offence amounting to gross misconduct;
  - (ii) becomes incapable of discharging his duties due to infirmity of the mind or body;
  - (iii) resigns in writing;
  - (iv) is adjudged bankrupt; and
  - (v) his tenure expires.
- (6) Any vacancy occurring in the membership of the Council shall be filled by the appointment of a successor who shall represent the same interest as his predecessor.
- 10. (1) Subject to the provisions of this Law, the Council shall have powers to:-

- (a) make, amend or revoke Regulations in the direction and regulation of the affairs of the College;
- (b) supervise generally all affairs of the College and in particular the control of the property and finances of the College.
- (c) the Council may appoint Ad-hoc Committees to which it may delegate any of its responsibilities and functions;
- (d) exercise such other powers as are necessary for carrying into effect the provisions of this Law on behalf of the College.

11. (1) The Registrar shall be the Secretary to the Council. Secretary to the Council

(2) In the absence of the Registrar the Chairman may, in consultation with the Provost, appoint a suitable person to act as Secretary for any particular meeting.

12. (1) There shall be a Provost for the College who shall be appointed by the Visitor on the recommendation of the Council. Appointment and tenure of the Provost

To be eligible for appointment as a Provost, the Candidate must:

- (a) be a Chief Lecturer or equivalent, of at least, five (5) years cognate experience;
- (b) not less than 45 years at the time of assumption of duty;
- (c) have educational qualification plus PhD Degree in one of the subjects taught at N.C.E programme;
- (d) have evidence of academic and administrative leadership;
- (e) have evidence of professional standing/honours;
- (f) be proficient in ICT and emergent technologies; and
- (g) have record of community service.

- (i) Where a vacancy in the post of a Provost occurs, the Council shall by notice in the journal of the College and other mass media advertise the vacancy and call for applications, specifying the terms and conditions applicable to the post;
    - (ii) A Selection Team of Five (5) Members shall be constituted by the Council which shall shortlist candidates, interview them and recommend three names to the Council;
    - (iii) The Council shall after due consideration of the report of the Selection Team recommend names of three candidates to the Visitor who shall appoint one of them as Provost.
  - (3) The Provost shall hold office for a single non-renewable term of five (5) years effective from the date of his appointment on such terms and conditions as may be specified in his letter of appointment.
13.
  - (1) The Deputy Provosts of the College shall be appointed by the Visitor on the recommendation of the Council from the list of successful applicants.
  - (2) There shall be Deputy Provosts for the College, including:
    - (i) Deputy Provost Academic;
    - (ii) Deputy Provost Administration; and
    - (iii) Deputy Provosts/Heads of Campuses as may be required
  - (3) Where a Vacancy in the post of Deputy Provosts occurs, the Council shall by and internal notice in the journals of the College and the mass media, advertise the vacancy and call for applications specifying the terms and conditions applicable to the post and the successful applicants shall be appointed in accordance with the provisions of the Law. To be eligible for appointment as Deputy Provost, the Candidates must not be below the rank of a Principal Lecturer in the College or equivalent

Appointment and tenure  
of Deputy Provost

- (4) The Deputy Provost shall hold office for a single non-renewable term of Five (5) years effective from the date of his appointment on such terms and conditions as may be specified in his letter of appointment.
- (5) In the absence of the Provost, the Deputy Provost Academic shall act in that capacity.

## PART V

### ESTABLISHMENT AND FUNCTIONS OF THE COMMITTEES

14. There shall be two standing Committees of the Council namely: Establishment of Committees
  - (a) Finance and General Purposes Committee;
  - (b) Appointments, Promotions and Discipline Committee.
15. The Finance and General Purposes Committee shall consist of:- Composition of the Finance and General Purposes Committee
  - (a) the Chairman of the Council as the Chairman;
  - (b) the Provost;
  - (c) the Permanent Secretary, Ministry of Education of the State;
  - (d) the Permanent Secretary, Ministry of Finance of the State;
  - (e) three other members of the Council, one of whom shall be a member of the Academic Board to be appointed by the Council.
16. Subject to the direction of the Council the Committee may:- Functions of the Finance And General Purposes Committee
  - (a) exercise control over the property, revenue and expenditure of the College;
  - (b) deal with, on behalf of the Council, any matter requiring decision in the intervals between the meetings of the Council;
  - (c) perform such other functions as the Council may from time to time delegate to it.

17. The Appointments, Promotions and Discipline Committee shall consist of:-

Appointments, Promotions  
and disciplinary Committee

- (a) the Provost of the College who shall be the Chairman of the Committee;
- (b) the Permanent Secretary, Ministry of Education;
- (c) the Permanent Secretary, Ministry of Finance;
- (d) the Permanent Secretary, Ministry of Justice;
- (e) the representative of the National Commission for Colleges of Education;
- (f) the Deputy Provosts heading the campuses; and
- (g) three other members, one of whom shall be a member of the Academic Board, to be appointed by the Council.

18. Subject to the direction of the Council, the Committee may:-

Functions of the  
Appointments, Promotions and  
Disciplinary Committee

- (a) recommend to the Council for approval for the promotion of Officers;
- (b) interview short-listed applicants for appointment to Senior Staff positions and recommend to the Council for approval;
- (c) consider and promote officers and inform the Council;
- (d) consider and dispose of all disciplinary cases; and
- (e) perform such other functions as the Council may from time to time delegate to the Committee.

19. The Registrar shall be the Secretary to the Council Committees unless otherwise directed by the Council.

Secretary to the  
Committees

## PART VI

### MANAGEMENT COMMITTEE:

20. There shall be a Management Committee for the College with powers to map out strategies for the smooth running of the College. Management Committee
21. The Management Committee shall comprise:- Composition of the Management Committee
- (a) the Provost who shall be the Chairman;
  - (b) the Deputy Provosts;
  - (c) the College Bursar;
  - (d) the College Librarian;
  - (e) all Deans of Schools;
  - (f) the Director of Works; and
  - (g) the Registrar who shall serve as Secretary.

**PROVIDED** that the Management Committee may co-opt any person who in its opinion can assist it in the discharge of its functions but such person shall not have any voting rights.

## PART VII

### ACADEMIC BOARD OF THE COLLEGE

22. There shall be an Academic Board for the College. Establishment of Academic Board
23. (1) The Board shall comprise:- Composition of Board
- (a) the Provost who shall be the Chairman;
  - (b) the Deputy Provosts;
  - (c) all Deans of Schools;
  - (d) all Heads of Academic Departments and Co-ordinators of Units;
  - (e) the College Librarian; and

(f) four members of the Academic Staff other than Deans and Heads of Departments and Co-ordinators to be elected by the Academic Staff.

(2) The members appointed under paragraphs (c) and (f) of sub-section (1) shall hold office for two years but shall be eligible for re-appointment for a second term.

24. (1) Subject to the overall direction of the Council, the Academic Board shall perform the following functions:- Functions of the Board

(a) direct and manage all academic matters of the College including the regulation of admission, organisation of examinations, determination of students performance subject to the Regulations governing the award of the Nigeria Certificate of Education or other such examination, award of certificates, diplomas, scholarships, prizes and other academic distinctions;

(b) make recommendations to the Council on the establishment of the academic Staff of the College and on the organisation of departments, courses, combination of subjects, libraries and other units of learning and research in the College;

(c) make Regulations for the purpose of exercising any of the functions conferred on it under the provisions of this sub-section; and

(d) perform any other functions that may be delegated to it by the Council.

(2) The Board may appoint a sub-committee or such other Body to advise it and may delegate any of its functions to such body.

25. (1) The Registrar shall be the Secretary to the Board. Secretary to the Board

(2) In the absence of the Registrar, the Provost shall appoint a suitable person to act as Secretary for a particular meeting.



26. The supplementary provisions contained in the schedule to this Law shall have effect in relation to the constitution and proceedings of the various Bodies appointed under the provisions of this law.

Supplementary Provisions  
Schedule

## PART VIII

### PROPERTY AND FINANCE

27. The Visitor may by Order in the State Gazette, transfer all or any of the properties, whether movable or immovable, held, used by or being applied for the purposes of the College to the said College and as from the date of such order any property so transferred under the said order shall, without further assurance, vest in the College.

Property of the College

28. (1) The Council may, on behalf of the College, acquire and hold such movable or immovable property as may be necessary or expedient for the carrying into effect the provision of this Law, and for the same purpose may subject to the approval of the Visitor lease, mortgage, or otherwise alienate any property so acquired.

Power of Council to hold  
Property or enter into  
Contract

- (2) The Council may subject to the approval of the Visitor, invest the funds of the College in such manner and to such extent as it may deemed necessary or expedient.

- (3) The Council may, on behalf of the College, enter into, vary, perform or cancel such contracts as may be necessary or expedient for carrying into effect the provisions of this Law.

29. The revenue of the College shall include:-

Revenue of the  
College

- (a) Such funds as may be appropriated to the College by an Appropriation Law;
- (b) revenue from time to time accruing to the College by way of Government grants, subvention or endowment or other forms of grant-in-aid;
- (c) payment for publications or services;
- (d) interest or investments; and

(e) donations and legacies.

30. Before the end of each financial year or at such other time as may be required by the Council, the Provost shall present for scrutiny and acceptance by the Council estimates of revenue and expenditure for the ensuing financial year and the accepted estimates shall be presented to the State Executive Council not later than 30<sup>th</sup> June of each year. Annual Estimates
31. (1) The Council shall appoint external Auditors from the list of Auditors approved by the State Auditor General. Auditing of Accounts
- (2) The Auditor shall have the right of access to the books, accounts and vouchers of the College and shall be entitled to such information and explanation as he may deem necessary for the auditing of the College accounts.
32. (1) There shall be prepared a statement of revenue and expenditure of the previous financial year together with a statement of assets and liabilities of the College as at the last day of the financial year. Statement of Accounts
- (2) The said statement duly certified by the Provost shall be audited and after verification by the Council, together with Auditor's report be forwarded to the Governor.

## PART IX

### OFFICERS OF THE COLLEGE

33. The Principal Officers of the College shall be:- Composition of the Officers
- (a) the Provost;
- (b) the Deputy Provosts;
- (c) the Registrar;
- (d) the Bursar; and
- (e) the College Librarian;
34. (1) The Provost shall be the Chief Executive and Administrative Officer of the College and shall be responsible to the Council for maintaining and promoting the efficiency and discipline of the College. Functions of the Provost, Deputy Provost, Registrar, Bursar, Librarian, Director of works etc

- (2) The Deputy Provosts shall in addition to deputizing for and assisting the Provost in the general administration of the College, carry out such other duties as may from time to time, be assigned to them by the Provost.
  - (3) The Registrar shall in addition to the duties assigned to him under the provision of this Law, be responsible to the Provost for the implementation of the decision made by the Council or the Board and for administrative matters regarding staff appointments, admissions and graduation of students.
  - (4) The Bursar shall be the Chief Financial Officer of the College and shall be responsible to the Provost for the day-to-day administration of the financial affairs of the College.
  - (5) The College Librarian shall be responsible to the Provost for the administration of the College Library and the co-ordination of Library services in the College.
  - (6) The Director of Works shall be responsible to the Provost for maintenance of College buildings, minor works, security, transport and supervision of the College projects.
  - (7) The Deans of Schools shall be responsible to the Provost for the organisation, development and efficient running of their respective Schools.
  - (8) The Director of Medical Services shall be responsible to the Provost for the administration of the College Sick Bay and the co-ordination of the College health and medical services.
  - (9) The Principal Officers along with two nominated members of Senior Staff shall form the Management Committee which shall meet from time to time to deliberate on issues affecting the College, allocate funds, and assist the Provost in executing the Council decision in running of the College.
35. (1) The Registrar, Bursar, Director of Works and a Librarian for the College shall hold office for a single non-

Tenure of the Registrar,  
Bursar, Director of  
works and Librarian

renewable term of five (5) years, and shall be appointed by the Visitor on the recommendation of the Council.

- (2) Where a vacancy in the post of the Registrar, Bursar, Director of Works and Librarian arises, the Council shall by internal notice in the Journals of the College and the mass media, call for applications specifying the terms and conditions applicable to the post and he shall be appointed in accordance with the applicable provisions of this Law.

## **PART X**

### **APPOINTMENT OF OTHER STAFF**

36. (1) The Deans of Schools shall be elected by the Academic Staff of the School and approved by the Management Committee. Election of Deans
- (2) To be elected Dean of School a candidate:
- (i) must have fulfilled the criteria for appointment as Head of Department;
  - (ii) must have served or is serving as Head of Academic Department;
  - (iii) shall have a minimum of Master's Degree;
  - (iv) must not be below the rank of a Principal Lecturer, but where none exists the most senior Head of Department shall be appointed to act;
  - (v) must be a Staff within the School; and
  - (vi) a member of Staff elected Dean of School shall serve in that capacity for a period of 2 years and shall be eligible for another two years only.
37. (1) Sub-Deans of Schools shall be elected by the Deans and the Academic Staff of the School subject to the approval of the Management Committee. Election of Sub-Deans
- (2) To be elected Sub-Dean a candidate must:
- (i) not be below the rank of a Senior Lecturer;

- (ii) be a Staff of the School; and
  - (iii) have fulfilled the requirements for appointment as Head of Department.
- (3) A member of Staff elected Sub-Dean of School shall serve in that capacity for a period of two years and shall be eligible for another two years only.
38. (1) Heads of Departments/Coordinators shall be appointed by the Management Committee. Appointment of Heads of Department/Coordinators
- (2) To be appointed Head of Department/Coordinator a candidate must;
- (i) not be below the rank of a Senior Lecturer; and
  - (ii) be a Staff within the Department.
- (3) The power to employ Intermediate and Junior Staff of the College shall be exercised by the Provost subject to the approval of the Visitor on the recommendation of the Committee constituted by him for that purpose.
39. The remuneration and other conditions of service of the members of Staff of the College shall be subject to the approved salary structure for tertiary institution in the state. Conditions of Appointment
40. (1) The Provost or any senior member of Staff of the College may, for reasons of misconduct or inefficiency, be suspended or removed from office by the Council. Suspension or removal from office of the provost or any senior member of staff of the College
- PROVIDED** that the suspension or removal of the Provost shall be subject to the approval of the Visitor.
- (2) The Provost may suspend or remove from office any member of the Intermediate and Junior Staff of the College on the recommendation of such Committee as may be constituted by him for that purpose.
- (3) No member of Staff of the College shall be removed from office unless he has been informed of the reasons for his removal and afforded him an opportunity to make representations.

41. (1) Any member of Staff of the College may, subject to conditions determined by the Council, resign his appointment with the College by notice to the Council which shall be, one month notice in advance or one month salary in lieu of notice in the case of Intermediate and Junior Staff or three months notice in advance or three months salary in lieu of notice in the case of Senior Staff.
- (2) A member of staff of the College who ceases to hold office other than by removal for misconduct may be eligible for re-appointment.
- (3) Any vacancy appearing in the senior and intermediate Staff of the college shall except for good reasons be advertised for eligible candidates to apply.

Resignation of  
appointment by any staff  
of the College

## PART XI

### MISCELLANEOUS PROVISIONS

42. (1) Subject to the provisions of this Law, the Council shall give effect to any of the Regulations made which may be disclosed in the general arrangement of the Council for the discharge of their functions under this Law.
- (2) The quorum and procedure of any Committee meeting established by virtue of this Law shall be determined by the Committee.
- (3) The Chairman shall be an ex-officio member of all Committees of the Council and all Joint Committees of the Council and the Board.
- (4) The Provost shall be an ex-officio member of all Committees of the Council and of the Board and of all Joint Committees thereof.
43. Subject to the provisions of any of the Regulations made under this Law, the Provost shall have power to suspend for such period as he may determine, any student or class of students from attending the College for any cause considered adequate to warrant such action and such suspension shall soon thereafter be reported to the Council.

Council to give effect to  
Regulations made.

Discipline

44. (1) The Registrar shall have custody of the common Seal of the College and shall be responsible for affixing same to documents. Common Seal of the College
- (2) The common Seal of the College shall not be used except upon the direction of the Council and shall be authenticated by the signature of the Chairman or Registrar in the manner specified by the Regulations.
45. The Council may make, add to, delete or otherwise amend the provisions of any of the Regulations of the College. Power to make Regulations
46. The congregation may, by resolution or otherwise, express its opinion on all matters affecting the interest and welfare of the College and shall have such other functions as may be provided by the College Regulations. Functions of the Congregation
47. (1) The Visitor may after consultations with the Council give to the Council directions of a general or specific nature as to the discharge by the Council of their functions in relation to matters appearing to the Visitor to affect the public interest and the Council shall give effect to such directions. Power of the Governor as Visitor
- (2) The Council shall afford to the Visitor facilities for obtaining information in respect of the property of the College and the functions of the Council, and shall furnish him with returns, accounts and other information with report thereto and afford to him facilities for the verification of the information furnished in such manner and at such time as he may require.
48. (1) Subject to the provision of this Law, no suit shall be commenced against the College before the expiration of thirty (30) days after written notice of intention to commence such suit has been served upon the College by the intending claimant or his agent, and the notice shall clearly State: Pre- Action notice
- (a) the cause of action;
- (b) the particulars of claim;
- (c) the name and address of both the intending plaintiff and his legal practitioner; and









