



MODIBBO ADAMA UNIVERSITY, YOLA
(Office of the Registrar)

STATUTE OF COLLEGE OF MEDICAL SCIENCES
MODIBBO ADAMA UNIVERSITY, YOLA

APPROVED BY COUNCIL ON:
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1.0. ESTABLISHMENT ACT

In accordance with Section 11(1)(2) and 12 of the Modibbo Adama University Law; there is hereby established as an integral part of the University, a College to be known as College of Medical Sciences of the Modibbo Adama University (hereinafter in this statute referred to as "the College")

The College shall: -

- a) Provide courses of instruction leading to the award of Degrees, Diplomas, Certificates and other University distinctions in the Medical and such allied professions as the University Senate may prescribe.
- b) Provide special training courses, whether leading to University distinctions or not, taking into account at all times the requirements of the Senate of Modibbo Adama University. Conduct research, with particular reference to research in the field of Medical Sciences.
- c) Provide Health Care at Primary, Secondary and Tertiary levels throughout Adamawa State and Nigeria in general.
- d) Arrange Conferences, Seminars, Study Groups and other similar activities in the field of Medical Science.

2.0 STRUCTURE OF AND OFFICERS OF THE COLLEGE OF MEDICAL SCIENCES

2.1 COMPOSITION OF THE COLLEGE

The Principal Officers shall be responsible for the day-to-day running of academic, administrative and financial activities of the College. They should include:

- i. The Provost.
- ii. The Deputy Provost.
- iii. College Examination Officer.
- iv. All Deans of Faculties in the college.
- v. The College Secretary.
- vi. The College Librarian.

2.1.1 THE PROVOST

- a) There shall be a Provost of the College who shall be the Academic and administrative head of the College and shall be responsible to the Vice Chancellor for the day-to-day running of the College.
- b) The Provost shall be responsible for the academic, administrative and professional affairs of the College.

- c) The appointment of the Provost of the College must be informed by the requirements of the Medical and Dental Council as quoted below:- ***"Medical and Dental Council of Nigeria requires that the head of a medical training institution, by whatever name called, shall be a registered and licensed Medical or Dental Practitioner of appropriate seniority. This is because it is the Provost or Principal of a medical school that Council delegates the responsibility for the proper training of medical and dental practitioners and such person must logically be answerable to Council."***
- d) The Provost (who shall not be below the rank of a Professor) shall be appointed by the Vice Chancellor.
- e) The Provost shall be the Chairman of all meetings of the Professional and Academic Board and the Academic Staff Assembly save when the Vice Chancellor is present, and shall be a member of all the Committees and Boards appointed by the College.
- f) The Provost shall present the College's medical and dental graduates to the Medical & Dental Council of Nigeria (MDCN) for initiation into the comity of physicians and to convocation for the conferment of Degrees of the University resulting from examinations held in the branches of learning for which responsibility is allocated to the College.
- g) The Provost shall, by virtue of the position, be a member of Management, Senate and other committees as advised by the Senate/Vice Chancellor; and shall take precedence before all Deans at official functions of the University.
- h) The Provost shall hold office for term of three years which is renewable for another term.

2.1.2. THE DEPUTY PROVOST

The Deputy Provost shall deputize for the Provost in his absence. All the requirements for the appointment of the Provost shall also apply to the Deputy Provost.

2.1.3. COLLEGE SECRETARY

- i. There shall be a Secretary to the College who shall, under the general control of the Registrar of the University, be responsible to the Provost for the day to day administration of the affairs (other than the financial affairs) of the College.
- ii. The College Secretary shall be appointed by the Registrar and shall hold office for such period and on such terms relating to the emoluments of his office and otherwise as may be specified in his letter of appointment.
- iii. The person holding the office shall, by virtue of that office, be the Secretary to the Academic Board and the Academic staff assembly.

2.1.4. MEDICAL LIBRARIAN

- i. There shall be a medical librarian who shall be under the general superintendence of the University Librarian and shall be responsible to the Provost for the day to day effective administration of the Medical Library.
- ii. The Medical Librarian shall be appointed by the University Librarian and shall hold office for such periods and on such terms relating to the emoluments of his office and otherwise as may be specified in his letter of appointment.
- iii. The Medical Librarian shall not be below the status and grade of a Senior Librarian and shall be appointed in the same manner and as to such terms and conditions of service as are applicable in the same manner and as to such terms and conditions of service as are applicable to persons of the same grade and status in the University; and may be assigned from among such persons.

2.1.5. COLLEGE FINANCE OFFICER

- i. There shall be a College Finance Officer who shall, under the general control of the University Bursar, be responsible to the Provost for the day to day administration of the financial affairs of the College.
- ii. He/She shall be appointed by the Bursar and shall hold office for such period and on such terms relating to the emoluments of his office and otherwise as may be specified in his letter of appointment.

2.1.6. RESIDENT INTERNAL AUDITOR

- i. There shall be a College Resident Internal Auditor who shall, under the general control of the University Internal Auditor, be responsible to the Provost for the day to day administration of the financial audit of the College
- ii. He/She shall be appointed by the University Internal Auditor and shall hold office for such period and on such terms relating to the emoluments of his office and otherwise as may be specified in his letter of appointment.

2.1.7. STORE OFFICER

- i. There shall be a College Store Officer who shall be responsible to the Provost.
- ii. He/She shall be appointed by the University Bursar and shall hold office for such period and on such terms relating to the emoluments of his office and otherwise as may be specified in his letter of appointment.

2.1.8. COLLEGE MAINTENANCE OFFICER

- i. There shall be a College Maintenance Officer who shall be responsible to the Provost for the day to day superintendence of the Works in the College
- ii. He shall be appointed by the Director of works and shall hold office for such periods on such terms relating to the emoluments of his office and otherwise as may be specified in his letter of appointment.
- iii. He/She shall not be below the status and grade of a Principal Maintenance officer.

3.0. PROFESSIONAL AND ACADEMIC BOARD

- i. There shall be a Professional and Academic Board of the College which shall have control of the academic affairs of the College and shall be responsible and subject to the control of the Senate in all academic matters and shall also exercise such of the powers of the Senate as the Senate may from time to time delegate to it. Results of programmes conducted within the College should be presented at the College Professional and Academic Board.
- ii. The Professional and Academic Board of the College shall consist of:
 - a) The Provost
 - b) The Deputy Provost
 - c) All Professors in the College.
 - d) The College Examinations Officer
 - e) Deans of Faculties within the College.
 - f) Heads of Academic Departments within the College.
 - g) Two elected representatives from the Academic Staff Assembly.
 - h) Two elected members from the senate.
- iii. The quorum of the Academic and Professional Board shall be one-third (or the whole number nearest to one-third) of the total number of members for the time being whichever is less.
- iv. The Provost shall be the Chairman at all meetings of the Professional and Academic Board of the College save when the Vice-Chancellor is in attendance and when the Provost is not present, the Deputy Provost, or where both of them are absent, one of the Deans of any of the faculties of the College as may be mandated by the Provost shall be Chairman of that particular meeting.
- v. Any elected member may by notice in writing to the Academic and Professional Board, resign his membership
- vi. The procedure for electing members above shall be determined by the Board and the member so elected shall hold office for a period of two years and shall be eligible for re-election under this section in the year in which his/her period of office expires. However, no person shall be such a candidate if at the end of his/her current period of office he would have held office as an elected member of the Board for a continuous period of four years or would have so held such office if he had not resigned.

4.0. ACADEMIC STAFF ASSEMBLY

- i. There shall be an Academic Staff Assembly of the College which shall consist of all full-time academic staff of the College.
- ii. The quorum for any meeting of the Assembly shall be one-third of the Academic Staff Assembly or such other number that may be determined by the Assembly

- iii. The functions of the Academic Staff Assembly shall be to:
 - a) Elect representatives of all academic staff to the Academic Board
 - b) Elect representatives to the various bodies on which the academic staff of the College is specifically required (whether under this statute or otherwise) to be represented.
 - c) Perform such other functions as the Academic Board may from time-to-time delegate to it.
- iv. The Provost shall be the Chairman at all meetings of the Academic Staff Assembly when he is present, and when he is not present, the Deputy Provost, or when both are absent, one of the Deans of the Faculties within the College as may be mandated by the Provost, shall be the Chairman of that meeting

5.0. COLLEGE COMMITTEES

There shall be Academic Staff Assembly Committees the composition of which shall be determined by the Assembly. The functions of these Standing Committees of the Academic Board shall be as follows: -

- i. **Research Committee:**
Its terms of reference includes – to consider applications for research grant from members of staff after they have been duly processed for approved research project in the light of funds available; to receive and consider reports on research projects for which the College granted financial support; to consider all matters concerning the development and progress of research in the College and report to the Academic Board
- ii. **Continuing Professional Development Committee:**
Its terms of reference shall include – to plan the organization, running and development of a Continuing Medical Education Centre; and to organize regular Workshops for the health workers in the catchment area States.
- iii. **Postgraduate Education Committee:**
It shall be mandated to consider recommendations from Faculty Committees for higher degrees and make recommendations to the School of Postgraduate Studies, and to coordinate postgraduate academic activities across the college.
- iv. **Student Affairs & Counselling Committee:**
The committee is to deal with students' varied problems and general welfare, including medical and social issues in conjunction with the Dean Students Affairs.
- v. **Medical Library Advisory Committee:**
Its terms of reference include – making regulations for the use of the College Library and prescribe penalties for any infringement of regulations; determine and authorise charges for special services provided by the library; advising on the acquisition of textbooks and serials, on the preparations of estimates for library expenditure and in any other matter concerning the library which may

be submitted to the Committee; and to advise the Academic Board on any matter concerning the development of Library facilities in the College.

- vi. **College Strategic Planning and Curriculum Review Committee:**
Its terms of references include – review and upgrade of the College curriculum in line with NUC/MDCN standards; and consider any other matter affecting the curriculum of the College and make recommendations to the academic boards from time to time.
- vii. **Health Research Ethics Committee:**
It should review Research proposals involving staff or facilities of the College for the purposes of granting or denying ethical approval. Chair-Person, Members and Secretary are to be appointed by the Professional Academic Board on the recommendation of the Provost. Ethical approval may be obtained from other appropriate Ethics Review Boards. Membership of this committee is to reflect the National Template composition of Research ethics committee.
- viii. **Joint Service Committee**
There shall be a Joint Service Committee between the College of Medical Sciences of the Modibbo Adama University and the Modibbo Adama University Teaching Hospital. The committee is expected to preside over issues of common interest with regards to medical and allied health students training, service delivery, research and community service.
- ix. The Assembly may also establish any other committee with specific terms of reference to enable the Assembly carry out its assigned functions.

6.0. MISCELLANEOUS.

- i. For avoidance of doubt, all issues relating to employment, promotion, welfare and discipline of staff shall be in accordance with the procedure laid down in the Modibbo Adama University Law (as amended) and the Senior Staff Conditions of Service and Regulations as may be revised from time to time.
- ii. Except where it is expressly provided, every other issue relating to the administration of the College shall be in accordance with the provision of the Modibbo Adama University Law.
- iii. Where the provision of the College Statute is found to be directly or indirectly or by necessary implication inconsistent with any provision of the Modibbo Adama University Law, the provision of the Modibbo Adama University Law shall supersede, and the provision of the Statute, shall to the extent of its inconsistency, be deemed as null and void.

**ORGANOGRAM OF THE COLLEGE OF MEDICAL SCIENCES
MODIBBO ADAMA UNIVERSITY, YOLA.**

