

ACADEMIC BRIEF
FOR
COLLEGE OF EDUCATION,



WARRI, DELTA STATE,
NIGERIA.

REVISED, MARCH, 2018

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CHAPTER ONE:

Introduction

1.0 Preamble

As a result of free primary education, which dates back to 1955 in the old Western Region of Nigeria of which the defunct Bendel State was a part, there were a very large number of First School Leaving Certificate holders. Only a very insignificant percentage of these primary school leavers could go beyond that level at that time owing to few secondary schools and coupled with high schools fees charged in the schools. But in 1979, free education with free' books was introduced by the defunct Bendel State Government. This led to a very high demand for secondary school education which consequently led to a very high demand for qualified teachers. The government in response to the demand for secondary education opened many secondary schools. The College of Education, Warri, therefore, was established to help meet the need for qualified teachers for the new secondary schools.

1.1 Historical Development

The College was first established as an Advanced Teachers' College at Ihogbe, Benin-City on the 2nd of October 1979, by the defunct Bendel State government. As an Advanced Teachers' College, the new College operated from the premises of the Institute of Continuing Education (ICE), Benin-City. The founding Provost of the College was Dr. H.S.A. Aluyi.

The College was officially opened on 5th May, 1980 by His Excellency, Late Chief (Professor) Ambrose Ali, the Executive Governor of the defunct Bendel State. On that day, the College was renamed College of Education Ihogbe, Benin City and the Governor announced that it was only temporarily based in Ihogbe and that in due course it would move to its permanent site, and be renamed later. In August 1980, the Governor directed that the College should move to Warri. Consequently, on the 9th February 1981 the College moved to a

temporary site in Warri.

1.2 LOCATION OF THE COLLEGE

1.2.1 The Temporary Site

The temporary site shared a common boundary with Hussey College, Warri, off Upper Erejuwa Road. Access to the College was through Hussey College and a walkway from Eboh Road led to a back gate.

Since movement of the College to Warri (1981) and up till 15th September, 1996 the temporary campus housed the Administrative blocks, classrooms, laboratories, lecturers' offices, the library, health centre, maintenance workshops and students common room; in fact it housed the whole College.

1.2.2 The Permanent Site

The Permanent site is located along Airport Road, Warri on part of a site which was formerly used as Barracks for the Nigeria Army. This site stretches from the Airport road to the Nigeria National Petroleum Company Staff Housing complex, Warri and covered approximately 27 hectares. Unfortunately, a part of this land was taken over by the 'Delta State Government for the establishment of Water Project. However, the remaining land now accommodates all the College structures.

1.2.3. Movement To Permanent Site

Monday 16th September 1996, the eve of the re-accreditation visitation by the NCCE, the Academic Board under the chairmanship of Prof A. C. Unomah, due to pressure of accommodation decided that some schools be moved to the Permanent Site. Thus, on that day, schools of Arts and Social Sciences, Education and Languages were moved to the Permanent Site. These schools occupied the ground floor of the uncompleted Science Complex. Since then, development has been going on. Professor IghoJoe as the Provost College of Education Warri

completed the movement of the whole College to the permanent site and laid to rest the dual campus structure and associated problems.

1.3. Staff Strength

The staff strength of the College now stands at 273 Academic staff, 461 Senior Admin staff and 170 Junior staff in 2016. This number includes the staff of the teaching practice laboratories of the Demonstration Nursery, Primary and Secondary schools.

CHAPTER TWO: COLLEGE IDENTITY

2.0 PREAMBLE

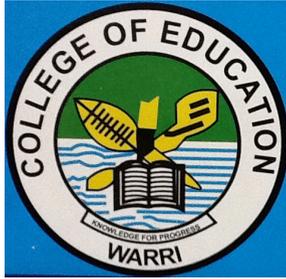
A characteristics factor that projects the image of an institution id its identity. An exclusive identity that conveys the intensions of the proprietor and relevance of the Delta State has been purposefully defined for the College to give it a sense of responsibility and to distinguish it from others. These features represent the image and culture for which the College shall care to be known and they shall become the source of pride for staff and students of the College. The name, Logo and motto of the College shall be discussed in this chapter of the Academic Brief.

2.1 Name Of The College

The name of the College shall be College of Education Warri, (COEWA). The College is owned by the Delta State Government of Nigeria as its name implies. It is located along NNPC housing complex Road, Edjeba Warri, in Warri South Local Government Area Warri, Delta State.

2.2 Logo

The logo of the College of Education, Warri (COEWA) depicts the royalty of the people, the light that this College will forever ignite in the lives of all who pass through it by the knowledge they receive to enlighten the community, the State and Nigeria as a whole and an open book that all are called to read and discover what things are within the cover .



2.3 College Colours

The colours of green and yellow on a background of blue and white depict converting the knowledge to wealth through creative teaching for growth and development.

2.4 College Anthem

1. The joy of Warri College we sing
Whose glory shall never end
Praise to the founders
Praise to the Deltas
Lift the torch of the nation high

Refrain:

2. Lift the Banner of Progress
Lift High the Banners of Warri College
Praise to the Founder
Praise to all Deltas
Lift the torch of the Nation High

2.5 College Address

The permanent site of the College of Education Warri, is at N.N.P.C. Housing Complex Road, Edjeba, off Airport road, PMB 1152, Warri, Delta State. Email: info@coewarri.edu.ng

2.6 Vision

The College of Education, Warri is to be a world –class Teacher Training Institution geared towards Academic Excellence

2.7 Mission

The mission of College of education, Warri, Delta State, Nigeria include:

- Production of well-motivated teachers with high personal and professional discipline, integrity and competence;
- Preparation of teachers with appreciable expertise in curriculum planning, development and delivery, as well as competence in research, guidance and counseling;
- Production of professionals who can combine the use of conventional teaching strategies and worlds’ unfolding ICT in the generation and imparting of knowledge, attitudes and skills;
- Continuous preparation and upgrading of teachers who can stand out for their professional competence, sense of social responsibility and commitment, to function effectively as constructive socio-economic, moral and spiritual change-agents.

2.8 The Motto

The motto of the College of Education, Warri (COEWA) is ‘Knowledge for Progress’ and signifies the responsibility that College of Education, Warri assumes and covenants with each student that is opportuned to pass through it. The motto also signifies the importance that the College places on the contribution the products can bring to the quest for progress of all that pass through it.

2.9 Philosophy

Education provides the backdrop against which development in any Country acquires its meaning. The Federal, States and Local Governments in Nigeria are not oblivious of this critical need for balanced and sustainable human and national development. To be able to give to Nigerians, quality education, the Teachers that form the bed-rock must be properly trained in content and pedagogy. The Philosophy of the College is to give an educational practice that will produce teachers to train citizens that are united, innovative and self-reliant leading to a great and dynamic economy, and a land full of bright opportunities for all the citizens

2.10 Objectives

The Law establishing the College of Education, Warri (COEWA) has defined the following objectives to guide the attainment of the vision and mission for which the College was established. The objectives are:

- i To provide course of instruction and learning in the College for all persons of either sex without regard to race, ethnic group or creed for the purpose of producing well-qualified and suitable non-graduate teachers.
- ii To provide in-service training courses for all grades of graduate and non-graduate teachers with a view to raising the general standard of teaching.
- iii To mould the attitude of young student teachers for the teaching profession.
- iv To arrange for conferences, seminars, study groups and similar activities

- v To identify itself with problems associated with learning and the teaching profession in the State through research, offer ideas for the solutions of these problems by making their findings available to teachers in and outside the State through publications and other means.
- vi To cooperate with the Ministry of Education and other outside agencies invited by the former or by the College with the consent of the Ministry on matters associated with the execution of Government policies on teaching education.
- vii To provide within the limits of its resources facilities as are necessary for the achievement of the objectives above and
- viii To perform such other functions as in the opinion of the Council, may serve to promote the objectives of the College.

2.11 Strategies For Achieving Stated Goals And Objectives

The College of Education Warri shall implement multiple approaches aimed at enhancing its capacity to achieve the objectives for which the college is established. The approaches to be implemented shall include-

1. To provide course of instruction and learning in the college for all persons of either sex without regard to race, ethnic group or creed for the purpose of producing well qualified and suitable non graduate teachers.
2. To provide in service training courses for all grades of graduate and non-graduate teachers with a view to raise the general standard of teaching.
3. To mould the attitude of young student teachers for the teaching profession.
4. To arrange for conferences, seminars, study groups and similar activities

5. To identify itself with problems associated with learning and the teaching profession in the state through research, offer ideas for solutions of these problems by making their findings available to teachers in and outside the state through publications and other means.
6. To cooperate with the ministry of Education and other outside agencies invited by the former or by the college with the consent of the Ministry on matters associated with the execution of Government policies on teachers Education.
7. To provide within the limits of its resources facilities as are necessary for the achievement of the objectives above.
8. To perform such functions as in the opinion of the council, may serve to promote the objectives of the college

2.12 Prospects For Academic Development

The growth and development of the academic structure of the College of Education Warri is planned to meet the desire and aspiration of the Government and people of Delta state for the rapid growth and sustainable educational and socio-economic development of the state.

To achieve the desired status within a relatively short period, it is hoped and expected that the support the College enjoyed at the planning and implementation stages from the state Government shall be sustained. It is also assumed that the enthusiasm and commitment of the College's authorities shall match the commitment of its proprietor.

CHAPTER THREE: ORGANIZATIONAL STRUCTURE OF THE COLLEGE

3.0 Preamble

The Organisational structure in College of Education, Warri, Delta State, Nigeria is similar to what holds in other College of Education in Delta State and Nigeria as a whole. A number of authorities, organs, bodies, divisions, units and offices are established by the College Law, Statutes, and Regulations while the day-to-day management of the College is similar to what obtains in other Government -owned Colleges of Education in the country

3.1 The Administrative Structure of the College

The College of Education, Warri, is organized around five key decision structures. Each organ of the structure is crucial but shall have no direct influence on general matters of the day to day administration of the College, except through Central Administration. The organs include the Delta State Government who are the Proprietors of the College, the National Commission for Colleges of Education in Nigeria, the Governing Council, the Academic Board and Management Committee of the College of Education, Warri. The organogram below gives the structure (Fig 3.1).

3.2 The Delta State Government

As the Proprietor of the College, the Delta State Government has responsibility to ensure the overall developmental objectives of the College through the defined structures. The Proprietor of the University has no direct influence in the general administration of the College. This is to secure academic freedom and allow for the sustainable development of a culture of independence in matters of academics and intellectual development in the College.

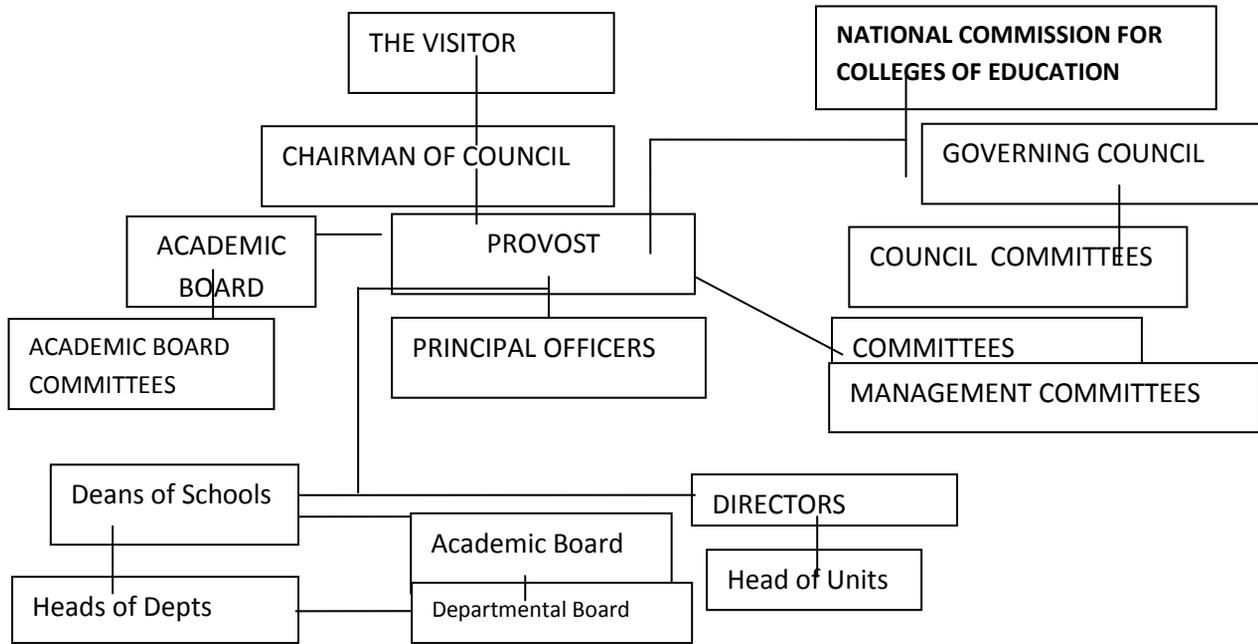


Fig.3.1 Organisational Structure

3.3 The Visitor to the College

The Governor of Delta State of Nigeria is the Visitor to the College. The Visitor bears the responsibility for the overall control of the College through the various structures defined in the Laws of the College.

3.3.1 Functions of the Visitor

The Visitor shall perform the following functions:

- i. Appointment of the Chairman of Governing Council, some members of Council and confirmation of the appointment of the Provost as from a list submitted by the Governing Council;
- ii. To as often as the circumstances may require, not being less than once every five years, conduct a visitation or direct that such a visitation be conducted by such persons as the Visitor may deem fit and in respect of any of the affairs of the College. It shall be the duty of the bodies and persons comprising the College to:
 - a. Make available to the Visitor and to any other persons conducting a visitation on behalf of the Visitor, such facilities and assistance as he/she/they may reasonably require for the purpose of a visitation; and
 - b. Give effect to any instruction consistent with the provisions of the College law, which may be given by the Visitor in consequence of a visitation.
- iii. Provision of final adjudication in cases of doubt or dispute regarding the meaning of any provisions of the College's Law or Statutes.

3.4 The College Governing Council

The Governing Council is the highest policy making body of the College and is charged with the general control and

superintendence of the policies, finances and property of the College.

3.4.1 Functions of the Governing Council

- i) The Governing Council shall be charged with the policy formulation, general control, finance properly or the College.
- ii) The Council shall be answerable to the Governor
- iii) Approve the academic requirements for the admission of students into the College
- iv) Approve the qualifications to be conferred at the end of the course ... the form of the certificate to be awarded

3.4.2 Major Committees of Council

i. Finance and General Purpose Committee

The functions of the Finance and General Purposes Committee shall be the scrutiny of the College's budget and other financial transactions before they are presented to the Governing Council. The Chairman of Council shall be the Chairman of the Finance and General Purposes Committee while the other members will be the Provost and three representatives of the Council.

Specifically, it shall be the function of the Finance and General Purposes Committee to:

1. Exercise control over the property and expenditure of the College;
2. Scrutinize the annual estimates of expenditure submitted by Departments and others for presentation to Council;
3. Consider and decide on requests for variations within the approved annual estimates of any department subject to the approval of Council; and
4. Carry out other functions as may be delegated to it by Council.

ii. Appointments and Promotions Committees

- i) The Appointments and Promotions Committees shall deal with the issues concerning the interview and appointment of staff of the College and present these to the Governing Council for its consideration.
- ii) The Appointments and Promotions Committee will also consider staff of the College for confirmation of appointment and promotion.

Membership

The Provost shall be the Chairman of the Appointments and Promotions Committee. Academic Board, One representative of Congregation, Representatives of the Unions, and two other Council members

iii. Tenders Board

Functions

- a. The Board ensures the Registration / Renewal of College contractors annually.
- b. To advertise (internally and externally) for all contracts to be awarded by Council.
- c. To receive tenders from bidders.
- d. To open tender Box for analysis.

To recommend prospective College contractors to Council based on prescribed government requirement.

iv. The Disciplinary Committee

The terms of reference of the Disciplinary Committee shall be:

1. To investigate, consider and determine all disciplinary cases involving members of staff of the College except the Provost and other principal officers provided . Any member of staff

- aggrieved by a decision of the Committee may appeal to Council in writing;
2. To make recommendations to Council on any other matter that will be in the interest of proper discipline of members of staff of the College;

The membership of the Disciplinary Committees shall be as follows:

The Provost or nominee as chairman,
Two representatives of Council,
Two Academic Board representatives ,
Two Congregation representatives ,
The Registrar ,
One representative of relevant union,
Deputy Registrar (Personnel) - Secretary,
Legal Officer (in attendance)

v. The Academic Development Committee

To ensure for ways and means of developing the College

Composition.

Chairman of Council, one external, Council Member, Deputy Provost, Bursar, Director, Academic Planning etc.

vi) Physical Structure Committee

- a.) To ensure the commencement of projects after Council approval.
- b.) To ensure the supervision of project based on bill of quantity and other specifications.
- c.) To ensure that the consultants are always on site to perform their oversight roles.
- d.) To ensure the completion of projects on schedule.
- e.) To conduct routine supervision of project sites.

- f.) To recommend the issuance of certificate of composition of work or job or completion certificate.

Composition

The Chairman of Council, two external members, Rep of Congregation, Director of Works and Registrar.

vii) Welfare Committee

Functions

- a. To look into the possibility of organizing annual end of year party for staff of the College.
- b. To make proposed to Council on long service awards to staff annually.
- c. To look into the possibility of providing Xmas gifts to council members Management staff, staff and friends of the College.

Composition

Two external members of the Council, Deputy Provost, Bursar and Registrar.

3.5 The Academic Board

The Academic Board is the highest policy body on academic matters. Its membership consist of

- i) The Provost as Chairman
- ii) Deputy Provost(s)
- iii) Deans of Schools
- iv) Heads of Academic Departments
- vi) the College Librarian
- vii) All Chief Lecturers in the College
- vii) Two members of Academic Staff elected by the Congregation
- viii) The persons for the time being holding such appointments on the staff of the College as may be specified by the Provost and approved by the Academic Board

ix) Registrar – Secretary.

The Provost shall be the Chairman of the Academic Board when present, and when he/she is not present, the Deputy Provost shall preside.

3.5.1 Functions of the Academic Board

The functions of the Academic Board include:

- i) Approve proposals for curriculum and course developments for the Nigerian Certificate in Education (NCE) and other programmes approved by the appropriate authority
- ii) Set up an examination system and approve results of examinations conducted by the College
- iii) Approve the appointment of Examiners to conduct the final examination for the different courses of instruction, where necessary, for the conferment of the prescribed qualifications and the award of the certificate.
- iv) receive evaluation reports on courses and schemes of work and to consider their implications for the College;
- v) review methods of teaching in the College;
- vi) consider arrangements for field studies, visits and attachments, study abroad and all other aspects of the curriculum involving absence from the College during term time or approved College work during vacations;
- vii) make arrangements for regular review of the academic progress of students
- viii) consider the procedure for the admission into the College.
- ix) consider the draft estimates and other financial matters related to academic policy

- x) determine the academic standard required in the different courses of instruction, to ensure that high standards are maintained in the College;
- xi) make proposals to the Council for the promotion of research and development
- xii) recommend to the Council, the number and grades of teaching staff annually, prior to the submission of draft estimates to the appropriate authority by the Council;
- xiii) recommend to the Council how the total number of teaching staff of different grades shall be apportioned
- xiv) determine the structure and contents of the different courses of study

3.5.2 List Of Academic Board Members 2017-2019

S. No	NAME	STATUS
1	Prof (Mrs.) Mary O. Edema	Provost / Chairman
2	Dr. (Mrs) Phillipa I. Oganwu	Deputy Provost
3	Mr.Egreajena Dennis	Acting College Librarian
4	Dcns Mrs AleroUrowayino	Registrar
5	Dr . Helen NwakaifeAjuar	Dean, Education
6	Mr G. E. Efebomo	Dean, Science
7	Mr. S. Odhe	Dean, Arts & Social Science
8	Mrs.Agbada	Dean, Languages
9	Barr (Mrs.) Mabel Asarah	Dean, VTE
10	Mrs ShekeTedjere	Dean, Basic Education
11	Mr. C. B. Agbegha	Dean, Students Affairs
12	Dr (Mrs.) Helen Ataikiru	Director, Pre NCE and Extra mural
13	Dr C.C. Iyamah	Director, Weekend NCE
14	Dr Oniyama, Emmanuel	Director, Uniben Degree

	Emokiniovo	Programme
15	Mr Samuel Azugbene	Director, PGD Degree
16	Dr Peter Etchie	Director, PDE Programme
17	Dr M. A. Balogun	Director, Weekend NCE Option B
18	Dr OgbemiIfediora	Director, Central Academic Records
19	Dr. A. E. Onohwakpor	Director, Sports
20	Dr EfeOkurumeh	Director, Academic Planning & Statistics
21	Dr (Mrs) Fidelia Ighrakpata	Director, MIS
22	Dr.(Mrs.) T.O Shobomehin	Director, Quality Control & Standards
23	Dr Mrs PriscaAfie	Director, SIWES
24	Mrs H. E. Salami	Director, Linkages and Gender Studies
25	Dr (Mrs) Helen T. Agbajor	Director, SERVICOM Unit
26	Mr Akhere Stephen Ehimare	HOD, Educational Foundation
27	Mr Esevosa Augustine Obiunu	HOD, Curriculum
28	Dr Emmanuel O. Ubioworo	HOD, General Studies
29	Dr. Victor Omoraka	HOD, Primary Education
30	Dr.Mrs. A. Anigala	HOD, Educational Psychology
31	Mrs.Adjaino, A. A.	HOD, Early Childhood Education
32	Mr.Ezele, N. E.	HOD, Special Education
33	Mrs.Tedjere R. S	HOD, Adult Education
34	Dr.Mrs. I. Ojogan	HOD, English
35	Mrs. Lori Faith	HOD, French

36	Mr. C. B. Agbegha	HOD, Izon
37	Mrs Florence Ireyefoju	HOD, Itsekiri
38	Mrs A. Omekeh	HOD, Isoko
39	Mrs. Evelyn B. Olawoyin	HOD, Yoruba
40	Mr Daniel O. Sanudje	HOD, Urhobo
41	Mr UchennaOsammor	HOD, Theatre Arts
42	Ofogbor, Anthony Omeresan	HOD, History
43	Dr. (Mrs.) Dick – Duvwarovwo E.	HOD, Music
44	Oloruntimehin, Harriet Ejiro	HOD, CRS
45	Mr. Andrew Ukavwe	HOD, Economics
46	Mr E. Ukubeyinje	HOD, Geography
47	Ikem, Kenneth	HOD, Social Studies
48	Mr. A. W. Agatemor	HOD, Pol. Science
49	Mr Ossai A. C. Inyama	HOD, Integrated Science
50	Mr Oghorodi Duke	HOD, Comp Science
51	Mr Lucky O. Emekeme	HOD, Physics
52	Mr ChidiUcheaga	HOD, Chemistry
53	Mr Benjamin C. Anwadike	HOD, Biology
54	Mr Panya Lucky A.	HOD, Mathematics
55	Dr Selifatu U. Erumi	HOD, PHE
56	Mr B. N. Unomah	HOD, Fine Arts
57	Mrs F. Edafe	HOD, Home Economics
58	Mr DafeEyovwunu	HOD, Agriculture
59	Mr J. A. Iteku	HOD, Tech Education
60	Mrs.UlisanEwarawon	HOD, Business Education
61	Mr. Daniel Ajokporise	DELSU HOD VTE
62	Dr. (Mrs) Christiana E. Asah	DELSU HOD Arts
63	Mr Richard E. Jemerigbe	DELSU HOD Science
64	Oloruntimehin, Harriet Ejiro	DELSU HOD, Social Science

65	Mr. Johnson E. Okubotimibi	DELSU HOD, General Edu
66	Mrs S. O. AyideAkoyon	DELSU HOD, General Stu
67	Abiri Joe Jirhevwe	Chief Lecturer
68	Agbada, Elizabeth Oghenekome	Chief Lecturer
69	Agbefe , EmmagwuOghale	Chief Lecturer
70	Dr. Elizabeth Agbuke	Chief Lecturer
71	Dr Mrs Josephine Adiotomre	Chief Lecturer
72	AruyaOlafemi Comfort	Chief Lecturer
73	Dr.Awala-Ale, Isabella	Chief Lecturer
74	Dr.Ebisine, Sylvester Sele*	Chief Lecturer
75	EmekemeOghenovo Lucky	Chief Lecturer
76	Dr.Erumi, SelifatuUnuakhena	Chief Lecturer
77	Mr M. Etumudor	
78	Idibie, Patience Tosan	Chief Lecturer
79	Ikekhua, Anthony IdemudiaOlasimbo	Chief Lecturer
80	Inyama, OssaiArregeChukwuweike	Chief Lecturer
81	Dr.Kalusi, Juliana Ika	Chief Lecturer
82	Dr. Money, Felix Omojevbe	Chief Lecturer
83	Nwankwo, Theresa	Chief Lecturer
84	Nwose, Matthew Olie	Chief Lecturer
85	Odibo, A. A.	Chief Lecturer
86	Oharisi, Joe	Chief Lecturer
87	Ojo, Julie Okiemute	Chief Lecturer
88	Dr.Ojogan, Henry	Chief Lecturer
89	Dr.Okonkwo Martins J.	Chief Lecturer
90	Okoro Patrick Ughubare	
91	Okpetu, Winifred Ijeoma	Chief Lecturer
92	Okpetu, Sylvester S.	Chief Lecturer

93	Oku, Victor	Chief Lecturer
94	Olaoye-Williams, Babatunde Wilson	Chief Lecturer
95	Dr Mrs Juliet Olise	Chief Lecturer
96	Oyovwi D. O.	Chief Lecturer
97	Ozobokeme, Joshua Kaidi	Chief Lecturer
98	Sanubi, Belief	
99	Udonwa, Emily	Chief Lecturer
100	Ukpebor, Jacinta Ngozi	Chief Lecturer
101	Uveruveh, Francis	

* On leave of absence

3.5.3 Committees of Academic Board

S.No	Name of Board / committee	Membership
1	Admission Board	Deputy Provost (Chairman), Director of Academic Planning, Dean of all schools, Dean of Students affairs, Deputy Registrar Admissions and Academic, one rep of Academic Board and Congregation, Secretary – Admission’s office rep
2	Staff Welfare & Housing Committee	Deputy Provost (Chairman), Rep of Deans, DR Pensions and Establishment, one rep of Academic Board, Congregation & Unions, Registrar’s rep (Secretary)

3	Security Committee	Provost Nominee (Chairman), Registrar’s rep, CSO, Dean of Students, Rep of DPO, Rep of Neighboring Communities, one rep of Academic Board, Congregation, Staff & Students Unions, CSO nominee (Secretary)
4	Budget Committee	Bursar (Chairman), Provost Rep, Internal Auditor, one rep of Academic Board & Congregation, Bursar’s rep (Secretary)
5	Space Allocation Committee	Deputy Provost (Chairman), Dir Consultancy, Rep of Bursar, Rep of Registrar, Director of Works, one rep of Academic Board & Congregation, DR Deputy Provost Office (Secretary)
6	Project Monitoring Committee	Provost Nominee (Chairman), Director of Works,, Rep of Bursar, Rep of Librarian, one rep of Academic Board & Congregation, Rep of Registrar (Works Department staff as Secretary)
7	Library Committee	Deputy Provost – (Chairman), College Librarian, Bursar, One rep from each School, one rep of Academic Board, Congregation and two of students’ Union, Secretary – Librarian’s Nominee

8	Time- table & Exams Committee	Director, Academic Planning (Chairman), Rep of each School, one rep of Academic Board & Congregation, Exam office (Secretary)
9	Teaching Practice Committee	Dean of Education (Chairman), One Academic staff per School, Provost's Nominee, HOD Curriculum, one rep of Academic Board & Congregation, Education School Secretary (Secretary)
10	Students Welfare / Disciplinary Committee	Dean of Students (Chairman), Registrar's rep., Bursar's rep. Director of Health Services, DOW, CSO, , Legal officer, Two rep of Academic Board & one of Congregation, Secretary (DR Student's affairs)
11	Staff Disciplinary Committee	Provost's Appointee (Chairman), Legal person (in attendance), two reps of Academic Board & Congregation, one rep of relevant staff Union, DR (Establishment) Secretary
12	Ceremonies Committee	Provost's Appointee (Chairman), Registrar's rep., Bursar's rep. Librarian's rep., One rep. of the Committee of Deans, 2 staff appointed by the Provost, DR (Academic) , one rep of Academic Board, two of Congregation,two of Students' Union,

DR (PRO) - Secretary

- | | | |
|----|--|---|
| 13 | Management Board of Demonstration Secondary School | Provost's Appointee (from School of Education Chairman), Principal, Provost rep, Registrar's rep., Bursar's rep, Librarian rep, Rep of DSS Teachers, PTA Chairman, Senior Prefect (DSS), one rep of Academic Board, two of Congregation, one of each staff Union, Rep of Principal - Secretary. |
| 14 | Management Board of Nursery and Primary School | Provost's Appointee (Chairman), Headmaster / Mistress, Registrar's rep., Bursar's rep, one rep of Academic Board, two of Congregation, one of each staff Union, Librarian rep, Rep of Teachers, PTA Chairman Rep of Headmaster / mistress- Secretary |
| 15 | Committee of Deans | Deputy Provost (Chairman), Deans of Colleges, DR (Academic) - Secretary |
| 16 | Curriculum Development Committee | Provost's Nominee (Chairman), 1 rep from each School, Director – Academic planning, one rep of Academic Board, Secretary – Examinations Officer |
| 17 | Research & Publications committee | Deputy Provost (Chairman), One representative – of each school, The Librarian, two reps of Academic Board, one of Congregation, Secretary – DR |

(Deputy Provost office)

- | | | |
|----|--------------------------------------|--|
| 18 | Sports Committee | Provost's Nominee (Chairman), Director of Sports, Medical Director- Health Services, The Public Relations Officer, one rep of Academic Board, two of Congregation, Students Director of Sports & two other students, Secretary - DR (Students affairs) |
| 19 | Academic Board
Business Committee | Deputy Provost (Chairman), All Deans, Director Academic Records, two reps of Academic Board, Secretary – DR (Academic) Secretary |
| 20 | Consultancy | Provost's Nominee (Chairman & Director), Registrar's rep, Bursar's rep, One Rep from each School, one rep of Academic Board & Congregation, Secretary (Consultancy office, |
| 21 | TETFund Committee | Provost (Chairman), Deputy Provost (Desk officer), Registrar, Bursar, Librarian, DAP, DOW, one rep of Academic Board, Secretary - DR (Provost office) |
| 22 | Scholarship and prizes | Provost's Nominee (Chairman), Bursar or Rep, One Rep from each School, Dean of Students, Director Academic Records, one rep of Academic Board & Congregation, Secretary – DR(Student |

- affairs)
- 23 Business Centres & Rentals Committee Provost's Nominee (Chairman), DOW, Bursar's Rep, Librarian's rep, Dir MIS, one rep of Academic Board, Congregation, Each staff and students' Union, Registrar nominee (Secretary)
- 24 Management Board of ICT Centre Provost's Nominee (Chairman & Director), Bursar's nominee, Librarian's rep, one rep of Academic Board , two of Congregation, Registrar nominee (Secretary)
- 25 Staff Training and development Committee Director Academic Planning (Chairman), One rep of Committee of Deans, Bursar's rep, Librarian's rep, Registrar's rep , one rep of Academic Board , two of Congregation, DR Human Resources - Secretary
- 26 Linkages 'Directorate Director (Provost's nominee), one rep of each School, One rep of Academic Board, Registrar nominee (Secretary)
- 27 Students Projects Committee Provost's Nominee (Chairman from School of Education), One Academic staff per School, one rep of Academic Board, Congregation & Secretary of each Students' Union, Registrar's nominee (Secretary)

- | | | |
|----|---|---|
| 28 | Health Services Management Committee | Provost's Nominee (Chairman), Medical Director, Registrar's rep, Bursar's rep, Librarian's rep, one rep of Academic Board, Congregation, Staff Unions & each Students' Union, Health Services rep (Secretary) |
| 29 | Appointments and Promotions Committee (Senior Staff) | Provost (Chairman), Registrar (Secretary) , Two members of Council, PS Ministry of Higher Education, Rep of Ministry of Establishment/ pension, two reps of Academic Board, one of Congregation & chairman of relevant staff Union, |
| 30 | Management Board of DELSU Program | Deputy Provost (Chairman), Director - Delsu Programme, All Deans, All HODs' of Delsu programme, Rep of Registrar, Rep of Bursar, Rep of Librarian, one rep of Academic Board, Congregation, DR (Delsu Programme)- Secretary |
| 31 | Management Board of Uniport Program | Deputy Provost (Chairman), Director - ,Uniport Programme, All Deans, All HODs' of Uniport programme, Rep of Registrar, Rep of Bursar, Rep of Librarian, DR (Uniport Programme)- Secretary |
| 32 | Scoring Committee for | Provost's Nominee (Chairman), DR |

	Promotion (Junior Staff)	Establishment, NASU Chairman, one rep of Congregation, Registrar Nominee (Secretary)
33	Scoring Committee for Promotion (Senior Non- Teaching Staff)	Provost's Nominee (Chairman), Registrar, DR Establishment, DR Exams, SUCCON Chairman, NASU Chairman, one Congregation, DR Establishment (Secretary)
34	Scoring Committee for Promotion (Academic Staff)	Provost's Nominee (Chairman), Dean of each School, COEASU Chairman, one rep of Academic Board, Congregation, DR Establishment (Secretary)
35	Promotion Appeals Committee	Deputy Provost (Chairman), Provost's Nominee (member), one rep of Academic Board, Each staff Union Chairman, Registrar as Secretary
36	Exam Complaints Committee	Provost's Nominee (Chairman), Rep of each school, Legal person in attendance, two reps of Academic Board, Congregation, DR Exams as Secretary
37	Servicom	Director (Chairman), One rep of each Union.

3.6 The Principal Officers of the College

3.6.1 The Provost

The Provost is the Chief Academic Officer and Chief Executive Officer of the College and is charged with general responsibility for matters relating to the day-to-day management operation of the College. He /she is subject to the general control of the Council.

He/ She shall be appointed for a single term of five years by the Governor, from amongst suitable qualified persons of academic eminence recommended by the Council. The Provost

1. shall maintain discipline.
2. Cater for the welfare and interest of the staff and students.
3. Perform such other functions as may be conferred upon him / her by the Edict or the Council
4. The Provost shall execute the decisions of the Council.

3.6.2 The Deputy Provost (s)

The Deputy Provost is appointed from among Chief Lecturers and is to assist the Provost and act in the place of the Provost when the office is vacant or when the Provost is absent or otherwise unable to perform his duties. The Deputy Provost is responsible to the Provost for the day to day management of the academic schools and departments of the College and performs such other functions as may be assigned to him/ her by the Provost

3.6.3 The Registrar

The Registrar is the Secretary to the Council, Academic Board and any Committee of the Council. The Registrar as the Chief Administrative Officer of the College, is responsible to the Provost for the day-to-day administration of the College. He / she keeps the records, convey the

correspondences of Council and perform such other duties and subject thereto, as the Provost may from time to time direct.

3.6.4 The Bursar

The Bursar is the Chief Financial Officer of the College and is responsible to the Provost for the day-to-day administration and control of financial affairs of the College

3.6.5 The College Librarian

The College Librarian is responsible to the Provost for the planning development, administration of the College Library and co-ordination of the library services in the teaching units of the College.

3.6.6 List Of Past Provosts

1	Dr. H.S.A. Aluyi	1979 - 1989
2	Prof E. N. Emenanjo	1990 – 1993
3	Mr P. Ifeta (Acting)	1993 – 1995
4	Prof A. C. Unomah	1995 - 2002
3	Dr. Felix Omojevbe Money (Acting)	2002
4	Prof Igho Joe	2002 – 2009
5	Dr. Sylvester SeleEbisine (Acting)	2009 – 2016
6	Prof (Mrs) Mary OlireEdema	2016 - date

3.6.7 Members Of Management Committee 2016 - 2017

Prof. (Mrs) Mary OlireEdema-	Provost
Dr (Mrs) PhillipaOganwu	- Deputy Provost
Dcn (Mrs) AleroUrowayino	- Registrar
Mr. Dennis E. Egreajena	- Acting College Librarian
Mr.OghenerhoroUdjo	- College Bursar
Engr. Edwin I. Afe,	- Acting Director of Works
Mr Umukoro, Matthew	- Internal Auditor
Mr Peter Okoh	- Acting Chief Security

3.7 Congregation

Composition

Provost who shall be the Chairman

- Deputy Provost
- The full time members of Academic Staff
- Registrar
- Bursar
- The Librarian
- Every member of the Administrative Staff who holds a degree from a recognized University.

Functions

- The Congregation shall express by resolution its opinion on any matters whatsoever relating to the College, including any matter referred to it by Council or Board.
- Receive information on the state of affairs from the Provost
- Nominate or elect members to Council and Academic Board

3.8 Academic Schools, Departments And Units

The College shall be organized into schools each school shall form different department.

The present schools in the College are

- i) School of General Education
- ii) School of Basic Education
- iii) School of Languages
- iv) School of Science
- v) School of Arts and Social Sciences
- vi) School of Vocational and Technical Education.

3.9 School Board

The composition of the Board is

Chairman: Deans of School

Provost Representative

All HOD in the school

All Academic Staff in the school

Functions

Replicate the teaching and study of the subject assigned to the School and ill conduct of the examination thereof.

Deal with any other matter assigned to it by Council or Academic Board

3.9.1 Dean Of School

A Dean shall exercise general superintendence over the academic and administrative affairs of a School. The Dean shall be elected by the Board among two lecturers not below the rank of a Principal Lecturer. The Dean of School shall hold office for a term of two years and shall be eligible for re-election after two years have elapsed.

Functions of Dean of School

- a. Chair all meetings of the School Board when he is present and to be a member of all committees and other boards appointed by the school.
- b. Manage the academic and administrative affairs of all the departments of the school.
- c. Ensure that all academic programmes meet accreditation standards and requirements.
- d. He shall present to convocation persons who are qualified for the certificates of the College at examinations held in the department for which responsibility is allocated to the school.
- e. Oversee the School with the purpose of advancing its academic objectives students well-being and public and alumni needs.

3.10 Committees of Deans

Composition -All Deans

- Organize the management of the Schools.
- Conduct research and academic activities in the College
- Submit requirements for annual recurrent expenditures of the school

3.11 Other Key Officers

3.11.1 Director Of Works & Maintenance

The College of Education, Warri shall have a Director of Works appointed by the Provost. The Director of Works shall oversee the Works Unit of the College; The Director of Works shall be responsible for the maintenance of the physical facilities and estates of the College.

Functions Of The Director Of Works

The functions of the Director of Works of the College shall include to

- Coordinate permanent municipal services such as water, electricity, roads. etc
- Inspect projects and cause all noticeable defects to be rectified.
- Interview, select and recommend consultants for appointment to appropriate Committee of Council through the Provost
- Issue project completion certificate at the end of maintenance/defect liability period.
- Prepare and maintain register of all College assets and infrastructure showing detailed information on each item.
- Prepare and maintain schedule of maintenance of College assets infrastructures and installations.
- Prepare comprehensive and thorough brief for consultants.
- Prepare contract documents, drawings and invite bids.

- Scrutinize bids and send memo to the appropriate Council Committee through the Provost.
- Prepare detailed progress report on all physical development or works and maintenance services for the appropriate Council Committee through the Provost;
- Coordinate the purchase and maintenance of College vehicles and
- Ensure that all buildings in the College and other infrastructure facilities are adequately maintained.

3.11.2 Director Of Academic Planning

The College of Education shall have a Director of Academic Planning who shall be appointed by the Provost. The Unit shall be in charge of lectures and examination timetable. It helps collate and keep statistics needed for planning, growth and development of the College. The unit is core in preparing for external accreditation.

Functions of the Director of Academic Planning

The function of the Director of Academic Planning of the College of Education shall include to:

- a. Annually update, analyze and project population data for planning and preparation of the College's recurrent budget and resources allocation based on the approval budget;
- ii. Assist in the development and review of guidelines and criteria of the College's academic growth projections.
- iii. Collect data on trends in College activities such as enrolments, staffing staff training, graduate output, etc and make such data available for research.
- iv. Collect, analyze and interpret relevant data from all College units.
- v. Document and store information on all academic programmes.

- vi. Ensure that the College complies to and maintains minimum academic standards;
- vii. Make projections and advise the Provost on areas of major concern.
- viii. Organize the drafting and review of College academic brief
- ix. Participate in curricula review activities and to ensure compliance with guidelines and procedures for establishment of new programme.
- x. Provide data backed information on academic operations of the College.
- xi. Publish College records, statistics, research reports, etc; and
- xii. Regularly update and evaluate data from relevant College units to analyse the performance of the College.

3.11.3 Director Of Physical Planning

The College shall have a Director of Physical Planning appointed by the Provost. The Director of Physical Planning shall manage the Physical Planning Unit of the College. The Director of Physical Planning shall be responsible for overseeing the development of physical facilities of the College and the implementation of the master plan.

Functions Of The Director Of Physical Planning

The functions of the Director of Physical Planning of the College of Education, Warri shall include to

- Arrange the signing of contracts and with the fulfillment of all contract obligations to release site to the contractor;
- Acquire constitution drawing and make them available to the Works Unit to study and use in maintenance.
- Arrange phasing plans and detailed requirements and programmes for consultation;
- Assists in the selection of sites and secure same for proposed projects.

- Ensure that interim certificates are timely issued reflecting the actual value of works /services performed and to ensure that certificates are paid in time to sustain confidence in the College:
- Inspect projects and cause all noticeable defects to be rectified;
- Interview, select and recommend consultants for appointment to appropriate committees of Council through the Provost.
- Issue project completion certificate at the end of maintenance defect liability period.
- Liaise with the Academic Planning Unit for space requirements and allocations for staff and students.
- Obtain designs and plans, study and discuss with consultants to ensure that briefs were adhered to and submissions conform to standard Guide for Colleges and space requirements.
- Organize the takeover of completed projects and report completion of projects to the appropriate Council Committee through the Provost.
- Prepare and acquire final designs, plans and cost estimates and to align priorities and examine all costs.
- Prepare capital budget estimates for consideration of the appropriate Council Committee and after approval maintain a capital vote book for reconciliation with the Bursar.
- Prepare comprehensive and thorough briefs for consultants;
- Prepare contract documents, drawings and invite bids
- Provide furniture and equipment and organize and carry out inspection to ascertain project completion.
- Scrutinize bids and send memo to the appropriate Council Committee through the Provost.
- Scrutinize existing infrastructure and prepare plans to incorporate them into a detailed physical plan for present and future use, and

- Prepare final memorandum containing cost implication, phased construction, location map, and user effects to be appropriate Council Committee through the Provost for approval.

3.11.4 Director Of Medical Services

The College of Education, Warri, shall have a Director of Medical Services who shall be appointed by the Provost. The Director of Medical Services is to oversee the College Health Centre, which shall provide Medical Services to staff and students. The Director of Medical Services shall liaise on behalf of the College community with tertiary health institutions in Delta State and eventually with the College Medical centre.

Functions Of The Director Of Medical Services

The functions of the Director of Medical Services of the College of Education, Warri, Delta State shall include to

- Advise the Provost on adequate medical facilities to be provided by the College to cater for staff and students;
- Coordinate the services of the College Health Centre.
- Ensure the provision of basic medical services to staff and students of the College.
- Guide the evolution of a dynamic and responsive College health policy.
- Keep surveillance and advise the College community on possible outbreak of an epidemic on campus.
- Organize and ensure adequate healthy sanitary environment in the College,
- Oversee the various companies that supply medical facilities and drugs to the College Health Centre, and
- Refer complex medical cases to tertiary health institutions in Delta State.

3.11.5 Dean Of Student Affairs

The College of Education, Warri, shall have a Dean of Student Affairs who shall be appointed by the Provost. The Dean of Student Affairs shall oversee the student Affairs Division. The Dean of Student Affairs shall ensure that adequate support services for students are provided in the College in the College. The Dean of Student Affairs shall also ensure that effective and efficient channels of communication are maintained between the College management and the students

3.11.6 Director of Other Units

Non – Academic units are headed by Directors. A Director shall exercise general superintendence over the administrative affairs of its Unit. The Director shall be appointed by the Provost.

Units with Directors include:

- i Pre NCE and Extra mural
- ii Weekend NCE
- iii PDE Programme
- iv Weekend NCE Option B
- v Central Academic Records
- vi Sports
- vii Management Information Systems (MIS)
- viii Quality Control & Standards
- ix SIWES
- x Linkages and Gender Studies
- xi SERVICOM Unit

3.11.7 Head Of Department

A Head of Department shall oversee the everyday activities of a department in a School. The Head of Department shall be a minimum of Senior Lecturer. The Head of Department shall hold office for a term

of two years and shall be eligible for another term of two years after which he may not be elected again until after two years have elapsed.

Functions of Head of Department

The functions of Head of Department of the college of Education, Warri shall include to:

- Be responsible for the everyday administration of the academic affairs of the department;
- Guide and supervise teaching and research as well as community services;
- Manage departmental matters concerning annual reports and preparation of annual estimates of both recurrent and capital; and
- Preserve academic standards encourage research book publishing and departmental book collections.

CHAPTER FOUR ACADEMIC PATTERN

4.0 Preamble

The College of Education, Warri organizes its academic activities along School lines. Under the arrangement, related departments are grouped to form a School. Schools will by no means be self-sufficient as the College encourages inter-disciplinary approach to all its teaching and research activities.

4.1 Academic Units and Programmes

Phase I: (First to Second Academic Session) 1979 - 1982

The College was based at Benin City for the first two years and moved to Warri. It witnessed the establishment of the Schools of Education, Liberal Arts, Business and Social Sciences and Science. The schools and programmes available were:

Liberal Arts

- 1 Christian Religious Studies/Economics
- 2 Christian Religious Studies/Political Science
- 3 History/Political Science
- 4 English Language/CRS
- 5 English Language/History
- 6 English Language/Economics
- 7 English Language/French

Business and Social Sciences

- 1 Economics/Political Science
- 2 Geography/Economics
- 3 Business Education

School Of Sciences

- 1 Mathematics/Physics
- 2 Mathematics/Economics
- 3 Mathematics/Geography
- 4 Biology/Chemistry
- 5 Biology/Geography
- 6 Chemistry/Mathematics
- 7 Physic/Chemistry

Phase II: (Fourth to Tenth Academic Session 1983 – 1989)

The College continued its expansion of departments and programmes. Pre- NCE programmes were started to prepare candidates who had not the basic requirements for admission.

Liberal Arts

- 1 History/Social Studies
- 2 Christian Religious Studies/Social Studies
- 3 English Language/Social Studies
- 4 French/Social Studies

Business and Social Sciences

- 1 Political Science/Social Studies
- 2 Geography/Social Studies
- 3 Social Studies/Economics

School Of Sciences

- 1 Integrated Science/Biology
- 2 Integrated Science/Chemistry
- 3 Integrated Science/Geography
- 4 Physical & Health Education

Phase III: (Eleventh to Twentieth Academic Session 1990 – 2000)

The College continued its expansion of departments and programmes. There was re-organisation of the Schools

School Of Arts And Social Science

- 1 Theatre Arts/English
- 2 Theatre Arts/Social Science
- 3 French/Social Studies
- 4 Isoko/Social Studies
- 5 Isoko/English Language
- 6 Izon/English
- 7 Izon/Social Studies
- 8 Urhobo/English
- 9 Urhobo/Social Studies
- 10 Itsekiri/English
- 11 Itsekiri/Social Studies
- 12 Yoruba/Theatre Art

School Of Vocational & Education

Fine Arts

School Of Sciences

- 1 Mathematics/Computer Science
- 2 Integrated Science/Computer
- 3 Chemistry/Computer
- 4 Computer/Economics
- 5 Computer Science/Biology
- 6 Computer/Physics

Phase IV: (Twenty – first - Thirtieth Academic Session) 2000 – 2010

There was the creation of the School of languages and Departments of Primary Education Studies and Early Childhood Care Education.

Affiliate programmes were established for BEd degree programme with Delta State University and University of Port Harcourt.

NCE Programmes

School Of Early Childhood-Care & Primary Education

- 1 Primary Education Studies.
- 2 Early Childhood Care Education.

SCHOOL OF LANGUAGES

- 1 English Language/CRS
- 2 English Language/History
- 3 English Language/Social Studies
- 4 English Language/Economics
- 5 English Language/French
- 6 French/Social Studies
- 7 Isoko/Social Studies
- 8 Isoko/English Language
- 9 Izon/English
- 10 Izon/Social Studies
- 11 Urhobo/English
- 12 Urhobo/Social Studies
- 13 Itsekiri/English
- 14 Itsekiri/Social Studies
- 15 Yoruba/Theatre Art

Courses Available (Pre-NCE Programme)

- 1 Pre-Vocational Education

- 2 Pre-Science
- 3 Pre-Language

Phase V: (Thirty first Academic Session and beyond) 2011 – date

New programmes in Adult Education, Special Education, Technical and Education were introduced. Music was created from Theatre Arts. School of Early childhood-care & primary education.was merged with Adult and non-formal to creat School of Basic Education/

School Of Arts And Social Science

- 1 Music/CRS
- 2 Music/Social Studies
- 3 Music/English
- 4 Music/Theatre Arts

School Of Basic Education

- 1 Primary Education Studies.
- 2 Early Childhood Care Education.
- 3 Adult and Non-Formal Education
- 4 Special Education

School Of Vocational & Technical Education

- 1 Business Education
- 2 Agricultural Science
- 3 Home Economics
- 4 Fine Arts
- 5 Technical Education

Degree Programme With Delta State University

Department of Arts Education

- 1 B.A(Ed) History& International Studies
- 2 B.A(Ed) Religious Studies

- 3 B.A(Ed) English Language

Department of Science Education

- 1 B.Sc(Ed)Chemistry
- 2 B.Sc(Ed)Physics
- 3 B.Sc(Ed) Integrated Science
- 4 B.Sc(Ed) Biology
- 5 B.Sc(Ed) Physical And Health Education
- 6 B.Sc(Ed) Mathematics

Department of Social Science Education

- 1 B.Sc(Ed) Political Science.
- 2 B.Sc(Ed) Economics
- 3 B.Sc(Ed) Geography
- 4 B.Sc(Ed) Social Studies

Department of Vocational and Technical Education

- 1 B.Sc(Ed) Business Education
- 2 B.Sc(Ed) Home Economics
- 3 B.Sc(Ed) Agricultural Science

4.3 Admission Requirements

4.3.1 Admission Requirements for NCE Programmes

- 1 A Secondary School Certificate (WAEC, NECO, NABTEB) O'Level and a Grade II Teacher's Certificate (TC II) with credit passes in 4 (Four) subjects at not more than two sittings including English Language and Mathematics. Two of the credits must be relevant to the course the candidate wishes to study.

- 2 A Grade II Teacher's Certificate (TC II) with Credit or Merits in four subjects, two of which must be relevant to the course the candidate wishes to offer. Credit/Merit passes in English Language and Mathematics are required for all candidates.
3. Pass in English and Literature in English are required for candidates wishing to study English Language, Theatre Art.
- 4 Candidate who wishes to study Computer Science, a credit in Physics is required.
- 5 Candidate who wishes to study Agricultural Science needs a Credit in Agriculture/Biology and at least, a pass in Chemistry.
- 6 Business Education - Credits in English, Economics or Commerce or Book keeping or Financial Accounting is required.

4.3.2 Admission Requirements for DELSU Degree Programmes

UTME

ARTS

B.A(Ed) History

Five O' level credits passes which must include English Language, Mathematics, History / Government. UTME Subjects: English language, plus History / Government and any 2 Arts / Social Science / Science subjects.

B.A(Ed) Religious Studies

Five O' level credits passes which must include English Language, Mathematics,, Religious Studies and two of Arts / Social Science / Science subjects. UTME Subjects: English language, plus at least 2 Arts subjects including Religious Studies.

B.A(Ed) English Language

Five O' level credits passes which must include English Language, Mathematics, and English Literature plus any one other Arts subject. UTME Subjects: English language, English Literature plus 2 Arts subjects.

SCIENCE

B.Sc(Ed)Chemistry

SSCE/ GCE O' level credits passes in at least 5 subjects which must include Mathematics, English Language and Chemistry. UTME Subjects: English language, Chemistry, and other two science subjects.

B.Sc(Ed)Physics

SSCE/ GCE O' level credits passes in at least 5 subjects which must include Mathematics, English Language and Physics. UTME Subjects: English language, Mathematics, and other two science /Social Science subjects.

B.Sc(Ed) Integrated Science

SSCE/ GCE O' level credits passes in at least 5 subjects which must include Biology, Mathematics, English Language and Chemistry. UTME Subjects: English language, Chemistry, Biology and one Science subject.

B.Sc(Ed) Biology

SSCE/ GCE O' level credits passes in at least 5 subjects which must include Biology, Mathematics, English Language and

Chemistry. UTME Subjects: English language, Chemistry, Biology and one other Arts, Social Science or Science subject.

B.Sc(Ed) Mathematics

SSCE/ GCE O' level credits passes in at least 5 subjects which must include Mathematics, English Language and Physics. UTME Subjects: English language, Mathematics, and other two science /Social Science subjects.

B.Sc(Ed) Health Education

Five O' level credits passes which must include English Language, Mathematics, Biology and two other subjects. UTME Subjects: English language, Biology / Health Science and other two subjects.

SOCIAL SCIENCES

B.Sc(Ed) Political Science

Five O' level credits passes which must include English Language, Mathematics, Government. UTME Subjects: English language, Government plus any other 2 Arts / Social Science / Science subjects.

B.Sc(Ed) Geography

5 O'level credits which must include Mathematics, English Language and Geography. UTME Subjects: English language, Geography and any of the following: Mathematics, Economics, Government.

B.Sc(Ed) Social Studies

5 O'level credits which must include Mathematics, English Language and two of Economics, Geography, Government and History. UTME Subjects: English language and any three of Economics, Geography, Government and History.

B.Sc(Ed) Economics

5 O'level credits which must include Mathematics, English Language and Economics. UTME Subjects: English language, Economics and any two of the following: Mathematics, Geography, Government.

VOCATIONAL AND TECHNICAL**B.Sc(Ed) Agricultural Science**

SSCE/ GCE O' level or its equivalent credits passes in at least 5 subjects which must include Agricultural Science / Biology, Mathematics, English Language and Chemistry. UTME Subjects: English language, Chemistry, Agricultural Science / Biology.

B.Sc(Ed) Business Education

5 O' Level credit passes which must include English Language, Mathematics and Economics and any other two subjects. UTME Subjects: English language, and any subject combination.

B.Sc(Ed) Home Economics

SSCE/ GCE/ NECO/NABTEB/ O' level credits or TCII merit passes in at least 5 subjects which must include English Language, Mathematics, Biology, Chemistry and Home Economics. UTME Subjects: English language, Mathematics, Chemistry, Home Economics or Agricultural Science.

DIRECT

ARTS

B.A(Ed) History

NCE credit pass in History and any other Arts subject or A-level credit passes which should include History plus any Arts subject.

B.A(Ed) Religious Studies

NCE credit pass in Religious Studies and any other Arts / Social Science subject or A-level credit passes which should include Religious Studies plus any Arts subject. Diploma in Religious studies / Theology from a recognised institution.

B.A(Ed) English Language

NCE credit pass in English Language and any other Arts subject or A-level credit passes which should include Literature in English plus any Arts subject.

SCIENCE

B.Sc(Ed)Chemistry

NCE credit pass in Chemistry and Education or any other subject or A-level credit passes which must include Chemistry.

B.Sc(Ed)Physics

NCE credit pass in Physics and either Chemistry or Mathematics or Education or A-level credit passes including Physics.

B.Sc(Ed) Integrated Science

NCE credit pass in Integrated Science or any other science Education and other Science subject or Diploma in Integrated Science with lower credit

B.Sc(Ed) Biology

NCE credit pass in Biology and either Chemistry or Geography or A-level credit passes which must include Biology.

B.Sc(Ed) Health Education

NCE merit pass in Health Education . Diploma in Health Education, Environmental Sanitation, Social Works, Health Administration, Registered nurse plus five O' L credits to include English Language, Mathematics, Biology/ Health Science and other two subjects

B.Sc(Ed) Mathematics

NCE credit pass in Mathematics and Education and any other subject or A-level credit passes including Mathematics.

SOCIAL SCIENCES**B.Sc(Ed) Political Science**

NCE merit pass in Government and any other subject or A-level credit passes which should include Government.

B.Sc(Ed) Geography

NCE credit in Geography and any other subject or A-level credit passes which must include Geography.

B.Sc(Ed) Social Studies

NCE credit in Social Studies or Diploma in Social Works with lower credit or A-level in relevant subjects.

B.Sc(Ed) Economics

NCE credit in Economics and any other two relevant subjects

VOCATIONAL AND TECHNICAL

B.Sc(Ed) Agricultural Science

NCE merit pass in Agricultural Science or A-level credit passes in two of the following: Agricultural Science / Biology, and Chemistry. OND Agricultural Science.

B.Sc(Ed) Business Education

NCE credit pass in Business Education or OND in Business Education with 5 O' Level credit passes which must include English Language, Mathematics and Economics.

B.Sc(Ed) Home Economics

NCE merit pass in Home Economics or OND in Home Economics, Food Science or any other related course.

4.4 Duration of Programmes

The College adopted the following rules as a guide in the use of the academic year and for proper computation of contact hours for each course:

- (i) An academic year consist of two semesters;
- (ii) The schedule of activities in the academic year will be as follows:

NCE

Semester	Lectures	Examinations	Semester break	Total
1st	15 weeks	3 weeks	2 weeks	20 weeks
2nd	15 weeks	3 weeks		17 weeks
SIWES/End of session break			6 weeks	
Teaching Practice		15 weeks in Year two		

Degree

Semester	Lectures	Examinations	Semester break	Total
1st	15 weeks	3 weeks	2 weeks	20 weeks
2nd	15 weeks	3 weeks		17 weeks
/End of session break		12 weeks		

SIWES – Second semester break at the end of 300L for students in relevant programmes.

Teaching Practice 6 weeks in first semester of 300 L and 400L

(iii) Registration shall normally be completed within three weeks in the first semester.

iv) Instruction shall be by courses evaluated in terms of credit units. A credit unit is defined as one 1-hour of lecture per week per semester, or one 2hour tutorial or one 3-hour laboratory or field work.

v) Courses shall be numbered as follows:

NCE

Year One: 101-199;

Year two: 201-299;

Year three: 301-399;

Degree

100Level	100 – 199
200L	200 – 299
300L	300 – 399
400L	400 – 499

- vi) Course numbers shall be prefixed by three-letter codes identifying the Department offering the course
- vii) Each course, with the exception of research project, will normally be completed in one semester and will be examined at the end of that semester.
- xi) The National Policy on Education has provided that continuous assessment be conducted as an important component of academic activity.

At the College, the following regulations, concerning continuous assessment will be adhered to:

NCE

- a. Continuous assessment will carry 40% weighting of total course assessment, in any course of study,
- b. Continuous assessment of students (at least 2 per semester) would be by means of a combination of term papers, tests, assessment in workshop, laboratory, studio, field, exhibitions, assignments, etc. as may be applicable to respective disciplines.
- c. External examiners will be used to assess all courses.

Degree

- a. Continuous assessment will carry 25% weighting of total course assessment, in any course of study,
- b. Continuous assessment of students (at least 2 per semester) would be by means of a combination of term papers, tests,

- assessment in workshop, laboratory, studio, field, exhibitions, assignments, etc. as may be applicable to respective disciplines.
- c. Academic staff of the parent University at Abraka will monitor teaching and examinations. They will also moderate all 100 – 300 Level questions.
 - d. All 400L question and scripts will be moderated by External examiners in Universities outside the parent University. Report from the Moderators and all results will be submitted to the parent University for processing.

4.5 General Academic Regulations

Course and Course Descriptions

4.5.1 Regulation Governing Fees And Registration

Schedule of fees for each session are available in the Bursary and in the students ‘affairs office. Payment of fees from the 2016/2017 session are paid online using pre-paid of ATM cards. Students with problems doing this go to the College ICT Centre for direction and assistance.

All school fees must be paid before course registration at the beginning of each session, which must be within the first month of resumption.

All students are expected to register once in a session at the beginning of first semester.

Each student, after payment of fees, is to go online to the Collage website www.coewarri.waeup.org to fill the registration form. This must be done after discussion with the level course adviser in the department of the courses to be registered.

All students must register all carry over courses first before current year courses. The completed registration form is printed and submitted to level course adviser for authentication. Until this is done, registration is

not complete.

Only registered and bonafide students are allowed to write examinations, Students can only write examination in courses registered for.

4.5.2 Attendance in examinations

The Mark and Attendance sheet for examinations are generated from list of registered students. Any student who has not paid fees will not have his/her name on the list. This list will be published two weeks before each semester examination for cross checking.

4.5.3 Course Requirements

- (i) The General Education Courses are compulsory for all registered students.
- (ii) All registered students must submit a supervised project before graduation. The project may be written in the area of Education or any of the Student's major subject. This is without prejudice to long essays or seminar papers that copies of such and projects, typed double-spaced and bound (hard covers) must be submitted by each student before graduation.
- (iii) Teaching Practice is compulsory for all students and it must last for a minimum of twelve weeks. Colleges are free to make their own arrangements for Teaching Practice.
- (iv) All registered students must enrol for and pass a minimum of three General Studies Courses before graduation. Of the three, English and Communication Skills and Nigerian language Studies are compulsory for all students.

- (v) Industrial Attachment or SIWES is compulsory for all students who registered for courses in Vocation and Technical Education.

4.5.4 Minimum Credits Required

NCE

A student must earn a total of 126 credits to graduate, distributed as follows:

Education 36 Credits

Two major subject at 36 credits each 72 Credits

Or

A double major subject 72 Credits

Teaching Practice General Studies 12 Credits

Total 126 Credits

Note that in some departments, students may be required to carry more credit loads, what we have is only minimum).

Evaluation And Assessment Methods

(i) Continuous Assessment (CA) 40%

(ii) End of Semester Examination 60%

Degree Programme

A student register a minimum of 15 credits per semester (30 credits per session) and a maximum of 48 credits per session. In exceptional cases in final year, a student may be allowed to register up to 51credits upon application to the Faculty Board.

A student must earn a minimum total of 120 credits to graduate, which must include all core courses including General studies, Teaching practise and Entrepreneurship studies.

Evaluation And Assessment Methods

- (i) Continuous Assessment (CA) 25%
- (ii) End of Semester Examination 75%

4.5.5 Attendance

A registered student programme must attain a 75% attendance to be allowed to write the end of-Semester Examination.

4.5.6 Course Combinations

As these may vary from institution to institution and from time to time candidates are advised to read brochures produced for the selection examinations by the accredited body in charge of such exam. The course combinations are listed in such brochures.

4.5.7 Approved Scoring and Grading System

Credit Units	Percentage Score	Letter Grades	Grade Points (GP)	Grade Points Average (GPA)	Cumulative Grade Point Average (CGPA)	Level of Pass in Subject
Vary according to contact hours assigned to each course per week per semester and according to work load carried by student	70 - 100	A	5	Derived by summing up (Grade Points X ⁵ credits or units) and dividing by Credits or Course units	4.50 - 5.00	Distinction
	60-69	B	4		3.50 - 2.49	Credit
	50 - 59	C	3		2.40 - 2.49	Merit
	45 -49	D	2		1.50 - 2.39	Pass
	40 – 44	E	1		1.00 - 1.49	Pass
	0 - 39	F	0		0.99	Fail

Note: For Degree 0 – 44 is F

4.6 Requirements for Students Transfer, Withdrawal, Probation, and Deferment

4.6.1 Conditions For Probation And Withdrawal

The common denominator for assessing a student's overall performance in a programme of study, regardless of the number of credit units taken, is the Cumulative Grade Point Average (CGPA). CGPA should be used as guide for assessing students for probation and withdrawal taking into account the minimum CGPA of 1.00 required for graduation.

Probation: Probation is a status granted to a student whose academic performance falls below an acceptable standard. A student whose Cumulative Grade Point Average is below 1.00 at the end of a particular year of study, earns a period of probation for one academic session.

Repeating Failed Course (Units): Subject to the conditions for probation and withdrawal, a student may be allowed to repeat the failed course(s) at the next available opportunity provided that the total number of Credit Units carried during the semester do not exceed 24, and that the grades earned at all the attempts shall count towards the calculation of the CGPA.

CHAPTER FIVE RESEARCH POLICY

5.0 PREAMBLE

Research is the bedrock of academic activities of all tertiary institutions. It defines and demarcates the quality of the academic programmes of the college. As an integral part of the functions of teaching, research and community service of the college, quality in research defines and determines the capability of an institution to identify and address the problems affecting its immediate community and mankind in general as well as proffer solutions for them. Research is also one of the veritable tools for advancing the frontiers of knowledge and for update the curricula of academic programmes offered by the college. The College of Education, Warri shall implement research policies that will entails excellent quality in the conduct of research as well as address the developmental goals of Delta State in particular and Nigeria in general. The college shall support basic, applied, collaborative, competitive and other research efforts aimed at achieving its vision, mission and objectives.

5.1 RESEARCH PHILOSOPHY

The research policy of the College of Education, Warri shall be anchored on the desire for quality and excellence in the conduct of research as well as the delivery of best services and solving problems that affect the society, the government and its agencies, the private sector industries and education in general. The research philosophy of the college shall also be characterized by the need to solve immediate and future problems of the society, and at the same time to:

- i. Establish a Directorate for Research and Statistics (DRS) to serve as the coordinating unit for all research activities of the college. The unit shall be the secretariat of the College

- Research Grants Committee and shall serve to keep focus on the research thrusts of the college. The unit shall be headed by an experienced academic as Director;
- ii. Encourage research linkages and collaborations with local and foreign colleges and research institutions as well as encourage academic staff of the college to engage in collaborative research work;
 - iii. Encourage research collaborations and linkages between the college and industries and to take steps to advertise the research potentials and outputs of the college to all stakeholders;
 - iv. Provide the required research facilities such as well-equipped research laboratories, modern library and internet services for optimal performance;
 - v. Popularize and pursue a clearly defined research agenda that identifies the research priorities of the college; and
 - vi. Actively solicit additional research grants to support grants made available by the college for research activities as well as encourage staff to seek alternative sources of research funding.

5.2 RESEARCH OBJECTIVES

The research objectives of the College of Education, Warri are mainly focused on actualizing the research philosophy of the college. The objectives are also aimed at meeting the needs of Delta State as well as other stakeholders. The research objectives of the college shall be to:

- i. Assure that the execution of research in the college is based on quality by providing excellent research facilities and national and international media for research publication;
- ii. Engage staff and students in the research activities of the college so as to build and enhance its research capacity;

- iii. Identify, document, disseminate and prioritize the college's research focus in a research agenda document;
- iv. Incorporate and address societal needs, the needs of the college's immediate community, and those of diverse clientele into the research agenda of the college; and
- v. Support research as the foundation for the growth and development of the academic programmes of the college.

5.3 RESEARCH FUNDING

The Delta State College of Education, Warri shall dedicate at least 5% of its annual recurrent grant to funding research. In addition, the college shall vigorously solicit research funds from public and private organizations, philanthropist, international agencies as well as provide consultancy services and engage in commissioned researches. To support its research activities, the college shall make available and also source general, competitive and commissioned research grants as well as establish some organized research units.

5.3.1 GENERAL RESEARCH GRANTS

The college shall support the need for academic staff to meet their promotion requirements by dedicating 5% of its annual recurrent grant as general research grants for disbursement to all categories of academic staff. Staff shall be required to submit high-quality research proposal(s) through the (DRS) to the College Research Grants Committee for approval. An academic staff shall be entitled to a grant a year to the extent that available funds shall be allowed.

5.3.2 Competitive Research Grants

The College shall support basic and applied researches by setting aside another 2.5% of its annual recurrent grant as research grants to be disbursed to college staff on the basis of competition. Consequently, staff of the college shall be required to submit competitive research

proposals in line with the college priorities. The competitive research grants shall be used as counterpart fund for external research funds attracted by staff. Competitive research grants may be granted to individuals, but more to groups whose efforts are linked in a collaborative manner. Competitive research grants shall also be managed by the College Research Grants Committee and staff shall submit their proposal(s) to the committee through the DRS.

5.3.3 Commissioned Research Grants

The college, as a response to the needs and yearnings of its immediate and the larger community, shall commission specific research projects as part of its community service. The college shall also commission research at the instance of various stakeholders that fall within the overall research agenda of the college. In all these cases, the support of the college shall be from its competitive research grants based upon sound proposals submitted by intending researcher. Research involving large scale projects shall be carried out with support from the college and other interested stakeholders.

5.4 Research Administration

To coordinate research activities in the college, research committees at the academic board and at the school levels shall be established. The overall administration of research at the college shall be the responsibility of the College Research Grants Committee, which shall be in charge of the allocation of research grants to staff. In the conduct of its functions, the committee shall have as its secretariat the Directorate for Research and Statistics, which shall be in charge of the day-to-day administration of research in the college. The committee shall rank and approve research proposals for support in the college.

School Research Committee shall be established by each school to manage research activities at that level. The staff of the college shall

present research proposals to the School Research Committee for appraisal prior to such proposals being forwarded to the College Research Grants Committee for consideration and approval.

CHAPTER SIX

ACADEMIC SUPPORT UNITS

6.0 PREAMBLE

In order to make teaching and learning more meaningful, there is the need to put all relevant support units in the college. To this end, the college shall provide academic support units to facilitate teaching and learning. The units are aimed at enhancing quality training of students to become well-equipped to meet the challenges of the world of work and life after graduation. The units shall also assist to improve the prospects of the students of the college beyond their particular programme of study. The academic support units established by the college include:

- i. Information Technology Centre;
- ii. College Library;
- iii. Audio-Visual Unit;
- iv. General Studies and Entrepreneurship Development Unit;
- v. Laboratories, Studios and Workshops;
- vi. Students Industrial Work Experience Scheme (SIWES) Unit;
- vii. Central Records

6.1 Management Information System Centre (MIS)

The College shall establish an Management Information System Centre to facilitate teaching, learning and research. It shall also be used for commercial services to staff and students, and shall serve as a means of revenue generation for the college. The college shall also develop a website, while efforts shall be made to provide online registration facilities for students to keep pace with best practices. The following facilities shall be provided by the centre:

- i. College-wide computer network covering academic, administrative and residential areas including wireless facility;

- ii. Management Information System (MIS); and
- iii. Internet connection

In addition, the centre shall provide short-term computer courses to all students of the college as well as offer consultancy services to other individuals and agencies that may require them. The centre shall provide its services through the acquisition of adequate hardware, software and highly skilled personnel. The Information Technology Centre shall also provide facilities for communication and information services to the college, which shall include:

- i. A college-wide voice and data exchanges including telephone, facsimile, and radio services; and
- ii. An information packaging and dissemination through radio, television and computer network broadcast, and printing and publications.

The Centre shall be headed by a Director and shall be given priority attention from the college grant. The Director of the Centre shall be responsible for the administration and management of the ICT resources of the college and shall be supported by competent staff for effective administration.

6.2 College Library

In its bid to provide necessary reference materials to staff and students, the college shall establish a functional library to be equipped with the most modern, befitting, state-of-the-art facility. The library shall have collection of books and journals both in hard and electronic forms, and shall reflect all disciplines taught in the college. The library shall deploy e-library facilities in its service delivery.

To ensure easy access to all staff and students, the library shall be centrally located in the college. The library shall have a sitting capacity of 1,500 and shall have about 500,000 volumes of books and about 5,000 periodicals titles. The library shall also be equipped with

computers that are linked to the internet as well as provide printers, photocopying machines and binding machines. In addition, the library building shall have the following areas:

- i. Administrative and technical services areas – for the exclusive use of library staff;
- ii. Joint area – for the use of readers and library staff;
- iii. Open public area – for all library users; and
- iv. A restricted public area – for library users subject to control by the library staff, it shall also house reserved books and journals, microfilms, maps, etc.

The library shall also consist of five divisions, namely: administration division; technical services division, collection development division; readers' services division; and education division. The administration division of the library shall be responsible for the system planning, personnel, finance, and publications activities, while the technical services division shall provide the cataloguing and production, reprography, bindery and private support services. The collection development division shall provide the bibliographic, acquisitions, gifts, exchanges, depository, serials, and documentation services. The readers' services division shall provide the circulation, reservation, reference, library user instruction, and inter-library cooperation services. The education division shall provide academic support services in the area of institutional courses, seminar/workshops and other short courses. In addition to the main College Library, there shall be school-based libraries to be established in all the schools of the college and these shall be stocked with current textbooks, journals and periodicals in their respective disciplines.

The College Library shall render the following services to staff and students: loan services; reference services; referral services; photocopying services; binding services; internet services; library orientation for new students; and inter-library loans. The College

Library shall be headed by the College Librarian. The school libraries shall be headed by senior librarians with requisite subject matter knowledge pertinent to the preponderant academic discipline of the school in addition to adequate training and experience in library administration.

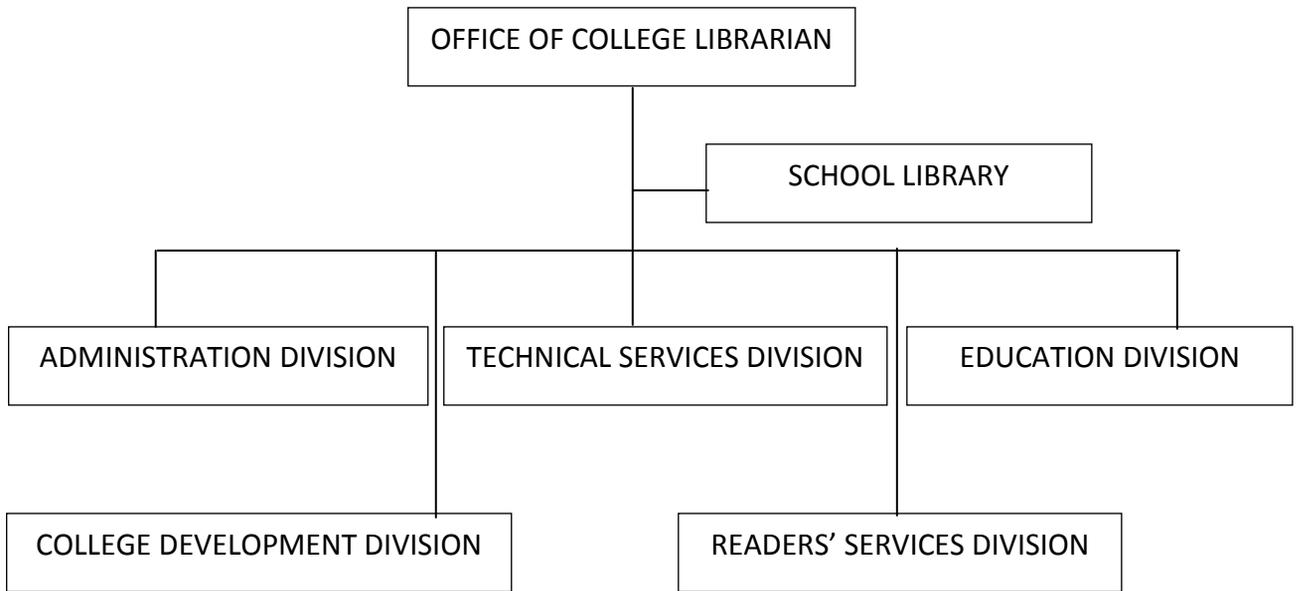


Figure 6.1: Organogram of the College Library

6.3 Micro Teaching Unit

The College shall establish in Audio-Visual Unit to provide support services for teaching and research activities. The unit shall serve as a place for the production of teaching and learning materials such as illustrations and slides, scientific tapes and films, video-cassettes, CD-ROMs, and computerized models. It shall also serve as a development centre for teaching methods and course designs and also provide training for academic staff and students of the college. The unit shall also have provision for instructional technology where basic learning aids shall be produced locally.

The unit shall be headed by a coordinator appointed by the Provost.

6.4 General Studies And Entrepreneurship Development Unit

The need to educate the youth on the moral, cultural and historical perspectives of the Nigerian society has necessitated and establishment of a General Studies and Entrepreneurship Development Unit by the College. The unit shall have the specific function of coordinating the teaching and examination of general studies courses which are mandatory for all students as stipulated in the Benchmark Minimum Academic Standards (BMAS). This way, the college shall open the minds of its graduates to have a clear view of their immediate environment in terms of their morals, culture and history.

The General Studies and Entrepreneurship Development Unit shall also have an Entrepreneurship Education Section and Health Awareness Section. The Health Awareness Section shall handle all issues pertaining to health education, guidance and counseling and community health in collaboration with the Medical Centre.

The Entrepreneurship Education Section shall provide students with practical entrepreneurial skills in line with NCCE and NUC requirements. The section shall provide students with practical skills in

their chosen trade. It shall ultimately be an opportunity for students of the college to put theory into practice and establish the sense of dignity of labour in all their endeavours. The sections shall aim among other things to:

- i. Provide practical training in the attainment of skills and competencies with definite relevance to business and industry;
- ii. Instill in the students a drive for excellence and perfection in production and manufacturing processes;
- iii. Enrich the academic curricula of the college so as to produce graduates/graduands who shall be mentally prepared and effectively tutored to face the challenges of the labour market;
- iv. Provide resources for students and alumni embarking on entrepreneurial ventures; and
- v. Establish relationships with the local entrepreneurial community.

The unit shall be headed by a Coordinator appointed by the Provost and not below the rank of a Principal Lecturer.

6.5 Laboratory, Studios And Workshops

In order to ensure effective teaching and learning, in the college adequate laboratory, studios and workshops space and materials in all disciplines requiring them in line with the BMAS stipulated for each academic discipline by the NCCE and NUC shall be provided.

6.6 Students Industrial Work Experience Scheme (Siwes) Unit

The college shall strive to meet the work experience of relevant students in the school by establishing Students Industrial Work Experience Scheme (SIWES) Unit to coordinate the participation of students in all professional disciplines in the mandatory industrial attachment. The scheme shall provide students the opportunity to put into practice the

theoretical knowledge they have acquired in real industrial environments as opposed to the laboratory experience provided by the college. The scheme shall also provide students the opportunity to prepare for employment after graduation and at the same time serve to improve the course content of academic programmes offered by the college. The unit shall have additional responsibilities to: liaise with ITF in all matters relating to SIWES; place students in industries and other establishments; visit and supervise students on industrial training; coordinate all other industrial training; pay industrial training allowances; and foster effective contacts and collaboration between the college and industries. The SIWES Coordinator shall be appointed by the Provost.

6.7 Standard, Quality Assurance And Control Unit

Vision

Our vision is to improve Academic standard and practice through improved Standards and Quality Assurance

Mission

Our mission is to promote and increase public confidence in the products of College of Education, Warri through improved standard and quality assurance of academic standard and practice.

Our core values remain the promotion of discipline, enterprise, integrity, qualitative education with learner as the focus, and most importantly, teamwork for overall success.

Goals/Objectives

The main objective of the unit is to function as the organ for ensuring Internal Quality Assurance and sustenance of Academic Standards through constant monitoring and evaluation of the Teaching/Learning enterprise.

Other objectives of the unit include:

- i. To generate formative data that can be used to improve the quality of management and delivery on the NCE courses.
- ii. To authenticate academic standards in students' journals and in staff teaching performance by keeping samples of students' journals and examination questions.
- iii. To ensure that quality and standards are maintained in the various schools of the College and in the College in general.
- iv. To collate, analyze and provide self assessment records of the College.
- v. To report to the College Management on monthly basis or as the need arises.
- vi. To monitor Teaching Practice.
- vii. To collect reports of external examiners.
- viii. To ensure a substantive, responsible and accessible learning environment.

History And Philosophy Which Informed The Establishment Of The Unit

The NCCE directed that all NCE-awarding institutions should establish an Internal Quality Assurance Unit to monitor and evaluate Academic Standards. The unit was established in College of Education about 5 years ago as the Standard, Quality Assurance and Control Unit. The following are major reasons that informed the establishment of Quality Assurance in our education system in the College:

- To serve as indispensable component of quality control strategy in education.
- To ensure and maintain high standard at all levels,
- To assist in the monitoring and supervision of education practices,
- To determine the quality of the teacher input,

- To determine the number of classrooms needed based on the average class size to ensure quality control of education, and
- To determine the level of adequacy of the facilities available for quality control
- To assist Management on how the financial resources available could be prudently and judiciously utilized.

The Quality Assurance Unit is an integral part of the Provost's office and headed by a Director. The Director of Quality Assurance Unit is complimented by unit. There are also Quality Assurance staff that work with the Director in achieving the unit's set goals. .

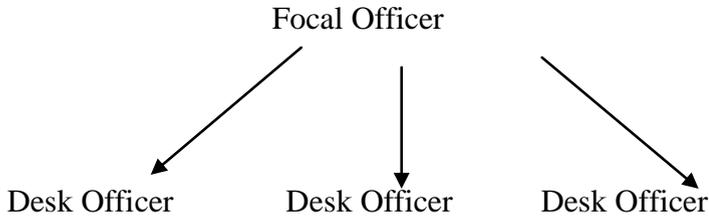
6.8 Servicom Unit

The establishment of the SERVICOM is an initiative of the Federal Government to improve on service delivery. College of Education, Warri welcomes this project with full support because the ideology is not far from the College motto “knowledge for progress”. SERVICOM therefore is about service delivery, it is a service contract between the College and the staff, customers, contractors, students and other stakeholders.

History And Philosophy Of Servicom

Though SERVICOM is young in the College, it has the function of making sure service is delivered promptly and efficiently. The unit makes sure that what should be done is done by the right persons and done very well thereby minimizing service failures. The function of the unit also include; monitoring of lecturers, Address/redress grievances; examine staff, facilities etc.

Organogram



Presently SERVICOM unit in College of Education, Warri is located in the administrative Block of DELSU unit or Provost of the College.

Production/Growth Since Inception

SERVICOM unit will be one year old by November 20th 2017. During the year, the unit has been able to checkmate some issues bothering on the welfare of staff and students. It has introduced the concept of "job request form" to enhance efficiency in maintenance in the College generally. SERVICOM tentacles have been extended to monitoring of lecturers and supervision of examination both in regular NCE and DELSU programmes. We are working hard on the service Charter right now. It is hoped with time that the unit will witness more growth and its services felt more by the entire College community.

Goals

To motivate staff and students towards effective and satisfactory service delivery.

Measures To Achieve These Goals

Monitoring of lecturers, non-academic staff, facilities
Address/redress grievances (complaint form)

Referral services (for the purpose of modification-collaboration with the counselling unit)

Reinforcement package/ incentives for deserving and hardworking staff.

6.9 Sports And Recreational Complex

The College of Education, Warri has a sports complex comprising of a football pitch, a lawn tennis court, a basketball court, badminton, handball and a physical fitness laboratory. This facility serves as an avenue for entertainment, stress reduction as well as redirecting students' attention away from societal vices. The objective of the complex include:

- To provide staff and student facilities for sports and recreation.
- To promote good health for staff and students through physical fitness activities.
- To serve as a point of interaction and promote friendly atmosphere for staff, students and the outer community.

The sports and Recreation Complex is under the supervision of the Department of Physical and Health Education of the College in conjunction with the College Consultancy unit.

6.10 Student Centre

A student centre is established in the College in collaboration with interested entrepreneurs to provide beauty shops, butteries, laundry, Photography, photocopy and computer services to the students. The centre is run by independent service providers while the College monitors their activities through the Students Affairs Unit. The Student Centre also house the secretariat of the Student Union Government.

CHAPTER SEVEN

SERVICE UNITS

Public Service Units

7.1 Demonstration Secondary School

The College of Education Demonstration which is one of the service units of the College provides Secondary education basically for children or staff and members of the public.

The goal is to provide quality education at affordable fees to the staff and the public. Thus, bridging the gap between the rich and the poor. To also supplement the government's efforts of providing standard education to the people.

The unit also functions as a model school for practising student teachers of the college. All developmental projects of this unit are financed internally by the college

History and Philosophy

The College of Education Demonstration Secondary School which came into existence in October 1992 was born out of the Extramural Department of the College of Education, Warri during the tenure of Late PROF. E.W. EMENAJO as the Provost. The Extramural department was headed by Mr. I.O. IKPONWONSA while DR (Mrs.) J. KALUSI was the Co-ordinator. The school started at the College temporary site (Hussey College, Warri) with a population about 200 students. Shortly after, it was then moved to the permanent site in January 1993. In 1994, development started in the portion earmarked for the Demonstration Secondary School (D.S.S)

The tenure of the coordinator of the D.S.S was two years. Dr (Mrs.) KALUSI was succeeded by Late DR. AREGHORE who was later succeeded by MRS. F.A. IHIMEKPEN, whose tenure also ended the era

of co-ordinators. Thus, MR. C.A.T. POPO became the first principal of school MR. D.O. IFIE the 2nd Principal and Mr.Osiobe became the 3rd Principal succeed by Mr. A.A. Odibo.

The mantle of leadership was handed to a staff of the D.S.S, MRS. A. ANIGALA, who acted for about sixteen months before she was made the substantive Principal of the school. She remained in this position for ten years. DR. (Mrs.) E. AGBUKE a lecturer in the Integrated Science Department of the College, was appointed as a Director for one year. She was succeeded by MRS. ONYEMEKEIHIA A.K who was appointed as the substantive principal of the school on the 3rd of October, 2016.

Administrative/Organizational Structure

The administration is headed by the Principal who is answerable to the College Governing Council through the Provost of the College or her appointee (D.S.S Governing Board). The principal is responsible for the day to day running of the school, students affairs, staff-welfare, academics and general discipline. Also in the team are the Vice-Principals

1. Vice-Principal Administration

This officer is appointed by the College Management and responsible to the Principal in administrative matter of the school.

2. Vice-Principal Academics

This officer is appointed by the College Management and responsible to the Principal in academic matters of the school.

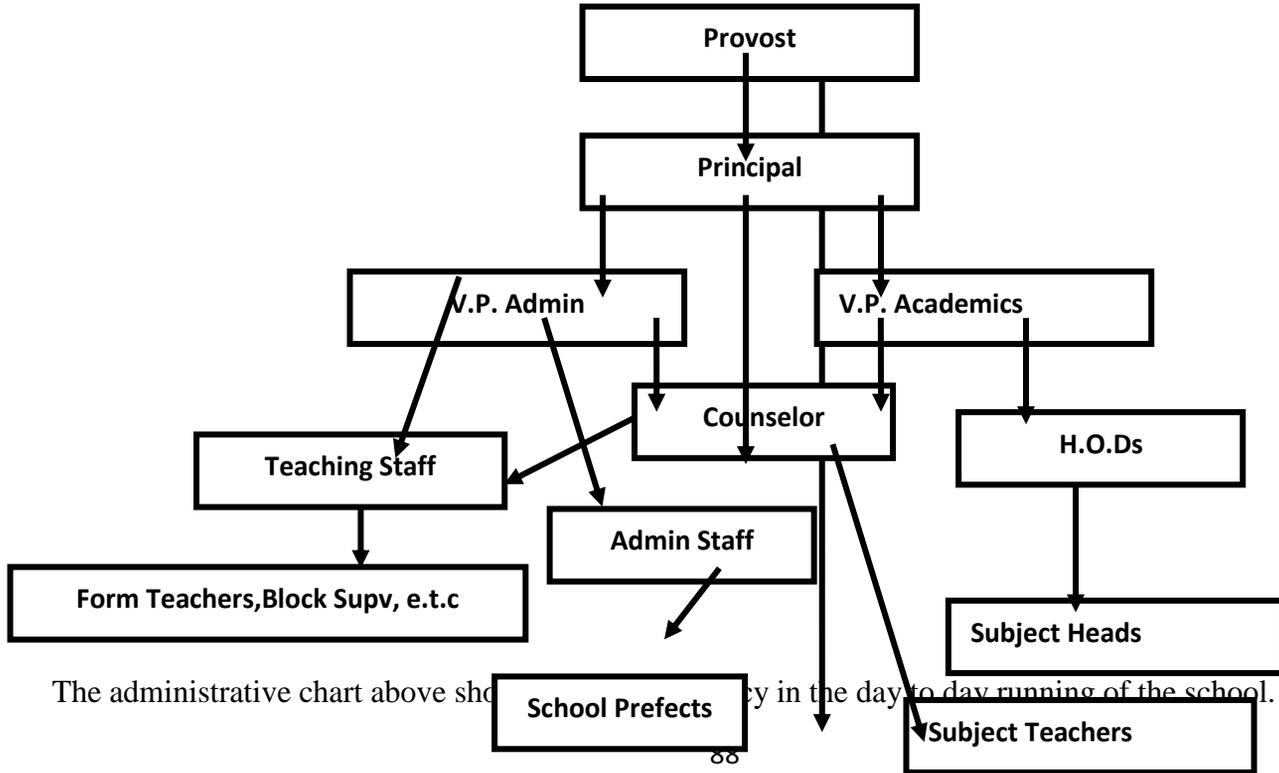
The school which is a mixed day secondary school, started with a total of about 200 students with twenty-three teaching staff, has grown into a full fledged secondary school with population of about 700 students.

Physical Facilities:

The school has been provided with infrastructures which serve as classrooms offices for the principals and the vice-principals, various staff rooms and other offices in each of the blocks of classrooms.

Below is a table for the physical facilities in the school

Cii. **Demonstration Secondary School Organogram**



The administrative chart above shows the hierarchy of the school. They are the key people in the day to day running of the school.

Staff rooms and offices are located in each of the above stated buildings. For example, the science complex provides for the Biology, Chemistry and physics laboratories and vocational studies like Home Economics and Agricultural Science, e.t.c. There is also a provision for a Technical workshop for metal work and woodwork to promote the learning of Basic Technology in the future.

The population of the members of staff in the school has increased over the years as a result of growth in the population of students. Below is a table of the staff strength of the school.

STAFF POPULATION AS AT OCTOBER 2017

CATEGORY OF STAFF	MALE	FEMALE	TOTAL
Principal	-	1	1
Vice Principals	-	2	2
Teaching Staff:	31	60	91
Non-Teaching (Admin)	4	4	8
TOTAL	35	67	102

STUDENTS POPULATION AS AT OCTOBER 2017/2018
SESSION

	MALE	FEMALE	TOTAL
Junior Sec	146	150	296
Senior Sec	190	165	355
TOTAL	336	315	651

The table above shows the population of students of the D.S.S

CHAPTER EIGHT PATTERN OF GROWTH

8.1 Performance Indicators

The purpose of performance indicators for the College of Education, Warri is to assess it in evaluating its activities so that its Management can take wise and intelligent decisions that shall lead to the achievement of greater efficiency. It is also expected that these performance indicators shall help the College determine its performance, relative to other College of Education in Nigeria.

8.2 Academic Matters

The College of Education, Warri shall strive to ensure high academic standards in all its Programmes and that shall be the guiding principle of the University. The performance of the College in this regard shall be evaluated through the quality of its students as well as the quality of staff and the curricular.

8.2.1 Student Enrolment

The College of Education Warri, is aware of the annual bench marks set by Government to facilitate students intake. Accordingly, the College shall implement the national minimum admission requirements. The requirements shall include credit passes in the relevant subject areas, in not more than two sittings, including English Language and Mathematics,. The College shall also require all its students to have acceptable minimum score.

The College shall also give adequate attention to the growth rate of the Student population as contained in its approved carrying capacity as well as the Science to Arts ratio. The indicators to be used for the assessment shall include:

	PERFORMANCE INDICATOR	TARGET
1	Percentage Admitted through Unified Tertiary Matriculation Examinations (UTME)	Total no admitted = Total no with UTME=
2	Percentage qualified for admission	90%
3	Growth rate of Student population	30%
4	Science to Arts ratio	40:60%
5	Population of eligible programme accredited by NCCE	100%
6	Proportion of Students completing their Programmes in minimum time	98%
7	Establishment of Post NCE Programme	All disciplines after graduating first two sets of students and obtaining full accreditation status in the relevant Programme
8	Proportion & Students awarded distinction to NCE	4% on graduating students
9	Number of research students	10% of student population

8.2.2 Academic Staffing Level

The College of Education, Warri is committed to providing quality education to its students by attracting qualified academic staff through enhanced welfare packages and its payment of all agreed salary structures as may be required from time to time as may be required from time to time. The Management of the College shall maintain the NCCE approved academic staff structure of 20:35:45 in all disciplines as a basic minimum for staffing. A high proportion of the teaching staff of not less than 70% shall also be expected to have doctorate degree. Before are the performance indicators to be employed annually in evaluating academic staffing level:

PERFORMANCE INDICATOR

Performance indicator	Target
1 Student/ Staff ratio	35:1 in the Arts, 20:1 in the Sciences
2 Structure of Academic Staff	20% Professional 30% Senior Lecturers 50%
3 Proportion of Academic staff with PhD	Lecturers 1 and below. 45%
4 Percentage of Staff undergoing staff development	5%
5 Total number of qualified professional librarians	8%
6 Books produced by Staff each year	3
7 Average number of Conferences organized attended	One per year.
8 Number of Research grants	One per organized research unit
9 Staff supported from external research grants.	10%

8.2.3 Non Academic Staff

Performance indicator	Target
1 Ratio of Senior Administrative Staff to Teaching Staff	1:6
2 Ratio of Senior Technical Staff to Teaching Staff	1:6 in Science based disciplines 1:25 in Arts based disciplines

		1:5 in non academic units
3	Ratio of Junior Technical Staff to Teaching Staff	1:6 in Science based disciplines 1:15 in arts based disciplines

8.3 Management Indices

The College of Education Warri, shall under management indices assess itself in three major areas, namely: Financial Management, Personnel Management and materials Management.

8.3.1 Financial Management:

The major source of income for the College of Education Warri shall included grants from the Delta State Government and internally generated revenue from sources such as income from students external grants partners / donors income and other sources of income. The Management of the College of Education Warri, is fully aware that availability of funds is crucial to effective implementation of the College’s Programmes. Thus, the extent to which available funds are properly managed shall be measured using the following parameters

	Performance indicator	Target
1	Allocation of recurrent funds	
2	Percentage of funds generated internally by the college	
3	Actual expenditure on Academic Units	60% of recurrent funds
4	Percentage allocation to the library	10% of recurrent funds.
5	Percentage allocation to salaries and non-salary emoluments in the library	25% of allocation
6	Percentage allocation to goods and services in the library	15% of allocation
7	Percentage allocation to purchase of	60% of allocation

8	books and journals from library funds Sources of research funds	5% of recurrent funds, plus external grants.
9	Percentage allocation to general College research	5% of recurrent funds.
10	Percentage of recurrent grant to staff development	At least 1%
11	Percentage allocation to retirement benefits	At least 1% of recurrent funds

8.3.2 Personnel Management

The College of Education Warri, shall place much emphasis on recruitment of qualitative academic and non-academic staff in the College. To, this effect, all staff shall be recruited on the basis of well-organized interviews to be concluded by competent persons. There shall also be proper job descriptions and recruitments for each job clearly stated in the condition of service in the College and these shall form the basis for advertisement for staff vacancies in national dallies. The College shall ensure that at all times, various cadres of staff are posted to departments, units and schools in such a way as to embrace productivity and facilitate the attainment of organizational goals and objectives. These shall be based on NCCE requirements for staffing in these areas. The College shall assess performance in this area as follows:

	Performance indicator	Target
1	Number of senior Administrative Staff	4%
2	Percentage of Junior Staff to number of students	10%
3	Structure to Senior Administrative Staff	CONTEDISS 14-15 5% CONTEDISS 12-13 15% CONTEDISS 06-08 45%

8.3.3 Materials Management

Supply of goods and services in the College of Education, Warri shall be handled centrally and allocation to Schools, Departments and Units shall be done on the basis of student and staff numbers. The internal Audit Unit of the College shall carry out periodic monitoring of the utilization of procured materials. In this regard, the following indicators shall be utilized:

	Performance indicator	Target
1	Allocation to goods and Services	40% of recurrent funds.
2	Number of stock taking exercises	1 yearly
3	Number of financial reports from each unit on, materials utilization	4 per year
4	Frequency of replenishment of materials	1 yearly

8.3.4 Physical And Other Indices

The physical development of the College of Education, Warri shall be based on the approved Master Plan document submitted and approved by the State Government and NCCE. The College shall provide adequate physical facilities for the use of Staff and Students. In this regards, the following performance indicators shall be applied:

	Performance indicator	Target
1	Space allocated to various academic Units	As per NCCE 2 Lecturers per Office
2	Learning Theatres and Classroom	0.50 sq.m per student.

3	Laboratory	0.75 sq.m per student – 1 per science course
4	Library	1,000 staff capacity initially
5	% of staff housed on campus	%
6	% Students housed on Campus	%
7	Number and type of recreational facilities	1 Volley Ball Court 1 Basketball Court 1 Handball Court 1 Soccer Pitch 1 Athletic Track 2 Tennis Courts 5 Table Tennis
8	Power Supply	PHCN plus 33kvA 2 G.E.C type diesel generators
9	Water Supply	6 boreholes Elevated Tanks 20,000 litres X 6