

THE INFORMATION AND TECHNOLOGY INFORMATION DEPARTMENT

Our vision as the Information and Communication Technology (ICT) Department is to make Africa University the leading institution of higher learning in terms of the efficient and effective use of ICT.

The ICT Department is responsible for the University Network and associated Information Systems. The ICT Department provides initiative and support in various computing matters (Software, Hardware, Networking, University ICT Policies, Strategies and Training issues).

Africa University is fast emerging as one of the leaders in the provision of up to-date Information and Communication Technology infrastructure for the support of its academic goals and interaction with the world.

In 2000 the university registered its own domain under **africau.ac.zw**. In 2005 a VSAT link (512k/128k) via Africa Online was installed for improved Internet access. The University has embarked on an ambitious project to network all the buildings on campus using fibre. These developments have kept Africa University abreast of the Information Technology age.

In May 2001 the Africa University web site: **www.africau.edu** was launched and it features current and historical information about the University's development. Prospective students can explore the site for course descriptions and entry requirements and also download application forms if they want to apply to any of Africa University's programmes.

The ICT Department also teaches the compulsory Introduction to Information Technology course, which is based on the renowned ICDL syllabus, to all first year students. This means that graduates from Africa University are more competitive as they are computer literate. The students and staff also enjoy unlimited access to the Internet and they can communicate and conduct research through this invaluable service.

In terms of Information Systems, the University has identified solutions that will be appropriate for the Registry, Finance and Library Services. In 2003 the first phase of this project began with the implementation of the INNOPAC system for the management of the library services.

The new multi-million dollar Information and Tele-Communications Centre Building that was built from funds sourced from the United States Aid for International Development, is now complete. It houses the ICT Department. The state of the art building will be equipped with appropriate infrastructure for the support of distance learning programmes. The Centre provides access to computers for students, for teaching, research and general use.

PHYSICAL PLANNING DEPARTMENT

Function

The Physical Planning Department falls under the Vice Chancellor's Office.

The chief function of the Department is to ensure all construction projects, on and off campus, are planned and developed in line with the University Master Plan under the direction of the Vice Chancellor.

The Department develops the project brief, oversees the design and implementation of all construction projects for the University, ensuring the high standards of design and finish are maintained.

The Department provides a full Project Management service to the University.

GENERAL SERVICES

- The Unit provides a conducive learning environment for students through the maintenance of existing physical infrastructure, a clean environment and a reliable and efficient transport service.
- The Unit is divided into four sections which are:
 1. Maintenance
 2. Transport
 3. Laundry
 4. Landscaping and Cleaning

Maintenance

- Most buildings on Campus are new but a comprehensive preventative maintenance programme is in place to ensure that buildings and services therein are kept in their present state for as long as possible.
- The Unit employs a number of artisans in various fields namely electrical, automotive, carpentry, plumbing and bricklaying.
- Work is carried out upon submission of a work request form to the Unit through the respective Heads of Department.
- A training programme is provided for students from Poly Technical Colleges on industrial attachment.

Transport

- Members of staff and students on official University business are provided with transport by the Unit.
- A team of highly experienced drivers are delegated to take students and staff to such functions as sporting activities, field practice, field

supervision, educational tours, choir assignments, workshops, research activities etc.

- Although every endeavour will be made to meet all transport request, allocation will be on merit and on a first come first served basis whenever demand outstrips resources

Laundry

- All University linen, curtains, staff uniforms and protective clothing washing is done in the Laundry.
- The Laundry has two staff members who are ably assisted by students on work study programme.

Landscaping and Cleaning

- The University has got very beautiful state-of-the-art buildings which are kept clean by a team of dedicated cleaning and grounds personnel under the direction of a grounds supervisor.
- This section prepares venues for University functions such as examinations, graduations, matriculation, public lectures, workshops etc.

HEALTH SERVICES DEPARTMENT

Mission Statement

In support of the University's vision of nurturing a future leadership in Africa, the Health Services Department strives to provide a comprehensive quality, promotive, preventive, curative and rehabilitative service to the University community. This is achieved through utilizing the primary health care approach, regardless of age, race, colour, creed, sex or social status.

Goal

Provision of quality nursing care to clients and to give relevant health education to the community with its full participation.

Objectives

To provide health education for health promotion activities
To provide curative services to the ill clients
To provide rehabilitative services to clients
To provide Counselling services to both ill and well clients.
To provide well women and men screening services

Background

This facility is situated on the ground floor of the Multipurpose Administrative Building overlooking the Ireson/Kurewa Centre. It is a walk in clinic, so there is no need to make an appointment and is open on weekdays. After hours

and weekend emergency services are available throughout the year. The department provides a comprehensive Primary Health Care Service to students, staff and visitors to Africa University, i.e. a service that is promotive of health and preventive of illness through health education and counselling.

UNIVERSITY FARM

Africa University runs a mixed enterprise farm situated adjacent to the campus. The guiding common vision of the farm is to provide facilities for research and sound practical agricultural training to present and future generations while at the same time operating the farm on a commercially profitable basis. The land holding accommodates both the academic institution and farming operations. Arable cultivated land is 100 hectares. Another 50 hectares are leased from Hartzell Mission, the original owner of the land before it was donated to Africa University. Twelve hectares net is irrigated. Plans are in place to expand irrigation by another 40 hectares to 52 hectares.

Two main categories of production enterprise are practised - livestock and cropping. The cropping side encompasses maize, soya bean, sorghum, wheat, sugar beans, vegetables, a one-hectare lot of citrus and some apple trees. Some green houses and research plots are also in place.

The livestock section comprises a 20-sow piggery unit, a 6000 capacity layer unit, an 8000-unit broiler facility, and 40 dairy cattle herd. There are 12 goats kept for teaching purposes. An outreach and extension fishery comprises seven ponds, of which three are currently operational.

About 45 full-time staff runs all these operations. Service machinery comprising tractors, trucks, implements, irrigation infrastructure and equipment as well as the buildings, all contribute to the efficient operation of the farm.

Though it is still expanding, the farm has managed to venture into capital projects over the years through benevolent funds, donations and the injection of profits.

INFORMATION AND PUBLIC AFFAIRS OFFICE

The Information and Public Affairs Office at Africa University exists to provide internal and external publics with accurate, relevant and timely information about the institution, its mission and goals, leadership, community activities, development and future outlook.

The Office supports the University's mission and development agenda in the areas of documentation (photography, print & electronic), publicity, promotion, special events management, visitor and alumni relations, student recruitment, institutional advancement and community relations.

The efforts of the Information and Public Affairs Office provide the University with intelligence on the quality of its relations with internal and external constituencies. Its efforts build awareness of the University and appreciation for its work. The Office assists in the continued growth and development of the University by encouraging persons, agencies and institutions to support and/or enter into partnership with the institution. Office staff and volunteers are committed to courteous, friendly and helpful interaction with the institution's various publics.

The Office serves as a bridge between the University community and the world and as such endeavors to enhance the University's image and reputation as an international, private higher education institution serving the African continent.

Publications include:

This is Africa University - General Brochure

AU Point of View - Quarterly Newsletter

Fact Sheets on the various faculties and their programmes.

PRESS OFFICE

Africa University Press (AUP) is the publishing arm of Africa University. It is an integral part of the University and shares similar objectives of advancing knowledge, education, learning and Christian values through publishing.

Objectives

- to provide opportunities for self-expression by African thinkers, writers and artists.
- to publish a vast range of scholarly and educational books and journals not only for Africa University but for many other academic institutions and organisations throughout Africa.
- to make books more available at competitive prices
- to publish works with a strong focus on Africa, with priority being given to original and stimulating material.
- to publish works which convey the stories, dreams and imaginations of African people.
- to create a network of publishing business units which will enable people to share experiences, knowledge and skills.

Three years after its establishment, the Press has published works by some famous scholars.

The Press has published three inaugural Professorial lecture series; “Multinationals in Africa’s Economic Development: The Challenge for Globalisation” by Professor Olukunle Iyanda former and founding Dean of the Faculty of Management and Administration, “Agricultural Higher Education in Africa: Challenges, Opportunities and Strategies” by Professor A.N. Mpuru founding Dean of the Faculty of Agriculture and Natural Resources; and “Theology, Astronomy and Easter Celebrations: An Ecumenical Challenge for Christian Faith.” By Professor David K. Yemba, now Bishop of Kinshasa, DRC

The Press’ schoolbooks publishing began with “How To Study Communication skills for beginning college and University students”, written by Mr I.T.Machakanja, Ms J Muzamhindo and Mr.John Crowe, all members of the Communication Department at the University. This was followed by “Computer Keyboarding for Beginners” and “How To Teach Reading for Teachers, Parents and Tutors” both by Dr. Edward Fry.

Other works published by the Press are; “Reflections on Christian Faith: An African Context Colloquium”, Presentations by Faculty of Theology, as well as 2000 - 2002 and 2003 - 2005 prospectuses.

BOOKSHOP

The University Bookshop is located on the ground floor of the Bishop Arthur Kulah Wing, which it currently shares with the Faculty of Management and Administration and the Institute of Peace, Leadership and Governance.

The University Bookshop provides a sales outlet on Campus for the purchase of

- student textbooks recommended by the Faculties;
- a selection of general books on the subjects taught;
- a limited stock of general interest books;
- essential stationery and supplies;
- some stocks of cellphone accessories, recharge cards, etc
- a selection of musical tapes and CDs; and
- curios and postcards, local and international newspapers and magazines.

The Bookshop also provides a sales point for Africa University’s publicity materials, official publications, and memorabilia. Staff and students may suggest items to be added to the Bookshop stock by completing the Suggestion for Purchase Forms at the Bookshop, and suggestions for the general operation

of the Bookshop may also be made. Although principally established to serve Africa University students and staff, the Bookshop is open to other institutions and students of higher learning.

Hours of Business

The Bookshop is open Monday through Friday during normal University business hours. The Bookshop is closed on weekends and public holidays.

FOODSERVICES

This facility is situated in the Student Union Building.

The Foodservices Department is the main provider of meals for the University Community. Breakfast, lunch and supper are served daily throughout the year. Each food item is individually priced.

Meal prices are subject to review from time to time, even during the semester by the Foodservices Committee, which is made up of students' representatives and staff members representing the different departments and faculties of the University.

Meals are paid for at the 'electronic point of sale' except for those students who are on full scholarships who are issued with meal cards per semester.

The Dining Hall is a central place where the whole university community meets. It is imperative that everyone takes the responsibility to make it an enjoyable place by:

- a. applying standard table manners
- b. observing the 'first come first served' principle.
- c. Maintaining the aesthetic appearance of the tables so that those who come later find it in a usable state and placing all litter (garbage) in the proper receptacles that are placed at strategic points to make them easily accessible.

Diet counselling is provided for those on special diets and it is expected that all meals are taken in the dining hall. All utensils and silverware are university property and should remain in the dining hall.

During semester breaks (December - January and May - August) this unit of the University services workshops, conferences and seminars. Facilitators of the same can apply to : The Chairperson, Workshops / Conferences (Registrar), Africa University

SECURITY

Background

The security office is charged with the responsibilities of ensuring that all members of Africa University community and all visitors are safe and that their property and that of the institution are secure.

Objectives:

1. To evaluate and update the security system and policies on campus and all other AU properties.
2. To advise management, all employees and students on all security issues that affect them whilst at AU and at other AU properties in the city.
3. To maintain close liaison with state security agents, management of the hired Security Company that provide the University with security services and their guards on issues that concern security.
4. To carry out initial investigations on all cases that occur and get reported on campus before the involvement of the Police.
5. To report to the police all cases that occur on campus. If a student has a report to make to the Police, the Security Office records his/her statement and a report is made to the Police on behalf of the student unless it is really necessary for the complainant to appear in person. This does not disturb the student's lessons.
6. To maintain accurate records of all security occurrences on campus including that of all property found or reported lost.