# National Open University of Nigeria

| SOP Title | Directorate of Academic Planning (DAP) |
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| SOP No: | NQSA/SOP/TEL/002 |
| Owner: | National Open University of Nigeria (NOUN) |
| Approved By: | The University Senate |
| Manager/Driver: | Directorate of Academic Planning (DAP) |
| Date of Approval: | |
| Date of Next Review: | The date will be 3 years from the date of approval (to be inserted after approval) |

## Purpose

The Standard Operating Procedure (SOP) is developed to guide the university to carry out integrated planning mechanism for the accomplishment of the goals and objective of the university and to install planning consciousness at all levels in the university so that their activities will be directed towards achieving stated objectives.

## Directorate of Academic Planning (DAP)Activities

1. Academic Standard, Monitoring and Evaluation
2. Resource Verification, Accreditation
3. Data Management and Statistics
4. Strategic Planning
5. General Admin

6.  Account
7.  Ad-Hoc Activities

**Activities and Actions**

| S/N | Activity (Assigned Task) | Steps (Task Description) | Maximum Days to complete each step | Action by (Name and ID number) | Expected evidence of completed Activity (Task) |
|---|---|---|---|---|---|
| 1. | Academic Standard, Monitoring and Evaluation | 1. Monitoring and Evaluating the Faculties activities to ensure that quality standards are met according to the NUC benchmark particularly as regard programme. | 90 days | | 1. Monitoring and evaluation tool(s) used in monitoring the activities in the faculties.<br>2. Link to NUC programme benchmark<br>3. Monitoring and evaluation report of the faculties. |
| | | 2. Monitoring and evaluating the Study Centres to ensure they follow up the National University Commission (NUC) model on how ODL Study Centre should be run. | 365 days | | 1. Tool(s) used in monitoring and evaluating study centres activities.<br>2. Link to NUC and ODL standards for the operations at the study centres.<br>3. Monitoring and evaluation report of study centres. |
| | | 3. Ensuring that programme meets the national objectives or objective for establishing the | 90 days | | 1. Link to the document where the national objectives are stated. State the page number.<br>2. Link to the programme DPP. State the page where it was verified. |

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| | | programme. | | | |
| | | 4. Ensuring that programme meets the educational needs of the society. | 90 days | | 1. A link to the document where the educational needs of the society are stated. State the page number. <br> 2. Link to the programme DPP and state the page where it was verified. |
| | | 5. Ensuring the availability of human resources demand for the programme. | 90 days | | 1. List of human resources demand for programmes with justification and in line with the NUC and NOUN standards. <br> 2. A link to NOUN policy on the ratio of human resources to learners. Clearly indicate the categories of human resources and the required ratio to learners. <br> 3. Document showing the required staff workload and the cost of hiring them. |
| | | 6. Ensuring that the programme accreditation follows due process according to NUC standard. | 90 days | | 1. A link to NOUN policy on accreditation. <br> 2. Check list for valuating the process, gaps identified, and how they were resolved. |

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| | | 7. Organise a mock accreditation exercise. | 90 days | | 1. List the number of programmes where mock accreditation exercises were held. <br> 2. Report of mock accreditation exercises. |
| 2. | Resources Verification, Accreditation | 1. Preparation for resource verification | 90 days | | 1. List of programmes prepared for resource verification. <br> 2. NUC approval for the resource verification. <br> 3. Report of the university readiness for the resource verification. |
| | | 2. Resource verification exercise | 90 days | | 1. DAP report of the resource verification exercise including the cost. <br> 2. NUC resource verification exercise report |
| | | 3. Preparation for Resource verification exercise accreditation | 90 days | | 1. List of activities carried out during preparation for accreditation. <br> 2. Report of accreditation preparation including the budget. |
| | | 4. Accreditation | 90 days | | 1. DAP report of accreditation including the actual cost spent. <br> 2. NUC report on the accreditation exercise. |

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| | | 5. Post Accreditation Exercise after receiving NUC accreditation report | 30 days | | 1. Memo used in forwarding NUC reports to the affected departments for review and comment on the result.<br>2. Document showing the comments received from the department.<br>3. Document listing the gaps identified, stating the actions to be taken to rectify the gaps.<br>4. Document showing the evidence of actions taken to improve on the programme based on the identified gaps. |
| 3. | Data Management and Statistics | 1. Collection of data of enrolment with the relevant column from DMIS on a semester basis | 365 days | | 1. Analysis of the list of enrolled students in NOUN since inception by name, matric number, faculty, department, programme, gender, email address, phone number, educational background, age, educational background at entry, self-motivation for the study, employment status at entry etc. |
| | | 2. Collection of data of enrolment after the closure of semester registration. | 365 Collection of data of enrolment | | 2. Analysis of comprehensive document showing students' enrolment by year, faculty, programme, |

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| | | | after the closure of semester registration days | | |
| | | 3. Liaise with the Directorate of Academic Registry for yearly convocation List | 365 days | | 3. Students' progression and success rates. |
| | | 4. Quarterly request for the updated staff list from the Directorate of Human Resources | 365 days | | 4. Retention and attrition rates of students and staff |
| | | 5. Contacting the Centre Directors for updates on the required facilities for learning | 365 days | | 5. Analysis of infrastructure requirement for learning. |
| | | 6. Working on the already collected enrolments list and convocation list annually to track the gap | 365 days | | 6. Gap analysis in student learning and remedy. |
| | | 7. Analysing of the general staff list | 365 days | | 7. Staff requirement and academic workload. |

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| | | 8. Plan based on the various data collected and the output generated for an informed management decision. | 365 days | | 8. Any other document to support how students' data are used to guide the university management. |
| 4. | Strategy Planning | Identify strategic initiatives within context of situation analysis | | | |
| | | 1. Planning and developing the university Strategic and Action plan. | 5 years | | 1. Identified operational strategic priorities.<br>2. Identified academic priorities to develop tactical plan, as well goals to achieve the priorities.<br>3. Tactical plan and goals developed to achieve the strategic priorities and targets.<br>4. Conduct Action Plan progress review.<br>5. Link to NOUN strategic plan and action plan. |
| | | 2. Monitor the implementation of the Corporate Plan, Strategic Plan and Action | 365 days | | 1. Identified key institutional performance indicators<br>2. List of metrics used in monitoring the implementation of the strategic plan and action plan. |

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| | | Plan regularly | | | 3. Compilation and analysis of data for the Organizational Results Framework (ORF).<br>4. Prepared periodic Performance Report. |
| | | 3. Programme gap Analysis and Strategies for continuous improvement | 365 days | | 1. Document showing the gaps in learning and strategies put in place to resolve the gaps. |
| 5. | General Admin | Supervise and coordinates all administrative activities of the Directorate. | 90 days | | 1. Listing of specific assignments carried out in the coordination process.<br>2. Summary report of all activities done. |
| | | 1. Coordinate activities of the faculties as it relates to academic planning matters. | 365 days | | 1. List of activities and actions taken with dates.<br>2. Documentary impact of the activities and actions on students' learning. |
| | | 2. Representing the Director of Academic Planning at Meeting and Committees. | 90 days | | 1. List of number of meetings representation was made by type of meetings and dates.<br>2. Summary of extract decisions relating to the directorate (DAP) in each meeting. |

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| | | 3. Typing, preparing and collating Official Reports. | 90 days | | 1. List of documents typed or collated with dates within this period.<br>2. List of draft documents developed with dates for the director's signature. |
| | | 4. Attending to director's visitors. | 90 days | | 1. Number of visitors received stating the purpose and dates. |
| | | 5. Receiving mail/dispatch. | 90 days | | List of mails received or despatched with dates |
| 6 | Account | Management of budget and disbursement of fund availability to the directorate. | 365 days | | 1. Document showing the directorate's budget and expenditure<br>2. Cost of supply learning to learners in NOUN |
| 7 | Ranking | Statistical digest, Nigerian University System ranking, National University Commission ranking, State of the University Education, QAA and AQAS Accreditation. | 365days | | Document showing the University's participation, result and the report. |
| 8 | Environmental | Cleaning the offices, furniture, corridors and the toilets. | 365 days | | A clean environment conducive for work. |
| 9 | Ad Hoc Activities | The nature of activity will | In line with | | The outcome of the activity |

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|-----|--------------------------|--------------------------|-------------------------------------|---------------------------------|------------------------------------------------|
|     |                          | determine the steps.     | the time frame for the activity     |                                 |                                                |

## Team of Developers
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