



## National Open University of Nigeria

SOP Title	Directorate of Human Resources (Senior Section)
SOP No:	NQSA/SOP/HR/001
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	The Director, HR
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 Human Resources, Senior Section is responsible for handling Senior Staff matters/welfare and it is the custodian of Senior Staff files and other relevant information. It is divided into four (4) main Units as follows: A. Records Unit, B. Staff Information and Administrative Unit, C. Committee Unit and D. Clerical (Secret) Unit. Their functions are stated below.

### Activities

The following are the major activities in the directorate:

1. Onboarding (Documentation) of New Staff
2. Maintenance of Staff Database
3. Preparation of Staff Emoluments and Remuneration
4. Posting/deployment of Staff
5. Upgrades and Conversion of Staff from one cadre to the other
6. Change of Name/Next of Kin

7. Preparation of Death Benefits and issuance of Condolence Letter
8. Handle matters relating to resignations or transfer of service
9. Process applications for Withdrawal/Resignations of Appointments and Retirement from Service.
10. Handle Ad-Hoc Staff Affairs (NYSC & SIWES)
  
11. Stoppage of Salary
  
12. Leave Matters
  
13. Maternity leave
  
14. Paternity
  
15. Research leave
  
16. Sabbatical leave
  
17. Sick leave
18. Leave of absence
19. Regularization/
20. Confirmation of Appointment
21. Termination of Appointment
22. Salary Advance
23. Disciplinary Issues (Queries, Warning, Letter of Advice, Suspension, Recall from Suspension)
24. Letters of Introduction
25. Resettlement Allowance

26. Serve as Secretariat
27. Appointments and Promotions Committee (Non-teaching)
28. Appointments and Promotions Committee (Academic)
29. Joint Council/Senate Investigation Committee
30. Appeals Committee
31. Central Clerical
  
32. Corresponding Sub-Unit
33. File and Return.
34. Internal Dispatch Unit
35. External Dispatch
36. Vetting and signing of Documents

Draft

### 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 (output) of completed Activity (Task)
1	Onboarding (Documentation) of New Staff	1. Acceptance of Appointment	1Days		Acceptance letter duly signed by the candidate
		2. Creation of Staff File	1Days		Files created
		3. Input appropriate documents such as Application for Employment, CV, Academic Credentials, Birth Certificates, Reference Letters, Salary Account Details etc	7 Days		List of Academic Credentials, Professional Membership Certificates, Letters of Award or Commendations, Certificate of State of Origin, Birth Certificate or Declaration of Age, NIMC Print Out, Disengagement Letter (Where Applicable) and Medical Certificate

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
		4. Filling of Staff Data Form	1 Days		<ol style="list-style-type: none"> <li>1. Staff Data Form</li> <li>2. Oath of Secrecy</li> </ol>
		5. Issuance of Staff Identity Card and Official email address in collaboration with DICT.	1 Days		A duly signed memo from the Director, HR to Director, ICT concerning the candidate.
		6. Issuance of Advocacy Wear by the Store Unit,	1 Days		A duly signed memo from the Director, HR through the Chief Store Officer to Bursar concerning the candidate.
		7. Deployment/Posting (Completion of Documentation).	1 Days		A duly signed posting letter and completion of documentation letter by the Director, HR.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
2	Maintenance of Staff Database	<p>The Records Unit inputs data and maintains the University's Staff database. The Unit currently uses Microsoft Excel for the Staff database. The database comprises of four (4) different worksheets namely:</p> <p><b>a. The Expanded Sheet:</b> This contains basic information contained on a nominal roll of all active Staff. The fields under reference are itemized below;</p> <ol style="list-style-type: none"> <li>1. S/N</li> <li>2. Staff ID Number</li> <li>3. Surname</li> <li>4. First Name</li> <li>5. Other Names</li> <li>6. Title</li> <li>7. Faculty/Department</li> <li>8. Location</li> <li>9. Designation</li> <li>10. Salary Level</li> <li>11. Staff email (Personal and Official)</li> <li>12. Gender</li> <li>13. Qualifications</li> <li>14. Date of Birth</li> </ol>	30 Days		Staff electronic records in NOUN database.

	<p>15. Date of First Appointment in Civil Service</p> <p>16. Date of Confirmation of Appointment</p> <p>17. Date of Present Appointment/Last Promotion</p> <p>18. Date of Last Posting</p> <p>19. Class (Senior/Junior)</p> <p>20. Division (Teaching/Non-Teaching)</p> <p>21. Area of Specialisation</p> <p>22. Highest Qualification</p> <p>23. Professional Qualifications (Membership)</p> <p>24. State of Origin</p> <p>25. Local Government of Origin</p> <p>26. Geopolitical Zone</p> <p>27. Age in Present Year</p> <p>28. Remarks/Status</p> <p>29. Contact Address</p> <p>30. Name of Next of Kin</p> <p>31. Address of Next of Kin</p> <p>32. Phone Number of Next of Kin</p> <p>33. Relationship with Next of Kin</p> <p><b>b. The Real Sheet:</b> This sheet basically contains the names of Staff by their location in the University arranged from the most senior hierarchy downwards.</p> <p><b>c. The SCD/HOU Sheet:</b>SCD/HOU stands for Study Centre</p>			
--	---	--	--	--

		<p>Directors/Heads of Unit. This sheet keeps and up to date information on the Principal Officers, Directors and Heads of Unit. This sheet exists to serve prompt information requests from various users.</p> <p><b>d. The Professors Sheet:</b> Just like the above, this sheet only carries information of those on the Professorial Cadre.</p> <p><b>e. Stoppage of Salary Sheet:</b> This sheet contains details of inactive Staff whose salaries have been stopped mostly on the grounds of abscondment.</p> <p><b>f. Disengaged Sheet:</b> This contains the historical details of Staff who have exited the Services of the University on retirement, termination of appointment, resignations or withdrawal of service and end of contract appointments.</p> <p><b>g. Deceased Sheet:</b> As the name implies, contains the details of Staff who died while in Service.</p>			
--	--	--	--	--	--



<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete Each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected evidence (output) of completed Activity (Task)</b>
3	Preparation of Staff Emoluments and Remuneration	At the end of the documentation process, an instruction is forwarded to the Bursar (Payroll) to begin payment of monthly salaries to the particular Staff.	1Days		A signed copy of staff emolument by the Director, Human

Draft

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete Each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected evidence (output) of completed Activity (Task)</b>
4	Posting/deployment of Staff	This entails the transfer of Staff from one Faculty/Department to the other or the transfer of individuals from one location to the other. Staff are posted on compassionate requests, on a need basis, on routine or on punitive grounds.	7 Days		Posting letter(s) signed by the Director, Human Resources

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
5	Upgrades and Conversion of Staff from one cadre to the other	<p>The process for Upgrades and Conversion are initiated by Staff who are desirous of moving from one cadre to another.</p> <p>An upgrade is an upward movement in rank while conversion is the movement from one cadre to the other.</p> <p>Upgrades and conversion in NOUN are interwoven because in most cases the process results in an upward movement of the Staff in rank.</p> <p>The only distinct conversion is that done on lateral basis.</p> <p>The process required for this are:</p> <ol style="list-style-type: none"> <li>a. Request/Application from Staff</li> <li>b. Recommendation from his/her current HOD and prospective HOD</li> <li>c. Recommendation from HR (based on the laid down criteria)</li> <li>d. Approval from Management</li> <li>e. Conveyance of Approval to affected Staff and the resultant</li> </ol>	30 Days		A recommendation letter from HOD and an Approval from the Management

		change on the database			
--	--	------------------------	--	--	--

	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete Each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected evidence (output) of completed Activity (Task)</b>
6	Change of Name/Next of Kin	For various reasons, Staff may request for the change in their names as well as change of next of kin. Change of name is carried out for female staff who usually forward requests on the grounds of marriage or separation. The required documents for change of name are: <ul style="list-style-type: none"> <li>• Marriage certificate</li> </ul>	30 Days		Relevant documents like Marriage Certificate, Newspaper publication and Court affidavit to back up the change of name

		<ul style="list-style-type: none"> <li>• Change of name in a major national newspaper</li> <li>• Court affidavit backing up the change of name</li> </ul> <p>The process required for this are:</p> <ol style="list-style-type: none"> <li>a. Request/Application from Staff</li> <li>b. Recommendation from HOD</li> <li>c. Recommendation from HR (based on the laid down criteria)</li> <li>d. Approval from Management</li> <li>e. Conveyance of Approval to affected Staff and the resultant change on the database</li> </ol>			
7	Preparation of Death Benefits and issuance of <b>Condolence Letter</b>	<p>The preparation of death benefits and issuance of condolence letter happens when a report is received on the demise of a Staff from his/her HOD.</p> <p>The process required for this are:</p> <ol style="list-style-type: none"> <li>a. Report of death from the Staff's HOD</li> <li>b. Recommendation for payment of death benefits due to</li> </ol>	30 Days		Death Certificate of the deceased/approval for payment from Management

		<p>deceased Staff to Management</p> <ul style="list-style-type: none"> <li>c. Approval from Management</li> <li>d. Conveyance of Approval to the Bursar for payment to the registered next of kin.</li> </ul>			
8	Handle matters relating to resignations, withdrawals or transfer of service	<p>The process required for this are:</p> <ul style="list-style-type: none"> <li>a. Request/Application from Staff</li> <li>b. Recommendation from his current HOD</li> <li>c. Recommendation from HR (based on the laid down criteria)</li> <li>d. Approval from Management</li> <li>e. Conveyance of Approval to affected Staff and the resultant change on the database</li> </ul>	30 Days		A duly endorsed <b>Staff Exit Form</b> by the relevant offices and Management's approval showing the staff is not indebted to University

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
9	Retirement from Service.	Staff who are due to retire from service in a particular year are usually notified three (3) months prior to their retirement from service. Upon retirement, their names are expunged from the active sheets and transferred to the disengaged sheet on the database.	30 Days		A duly endorsed <b>Staff Exit Form</b> by the relevant offices, Staff's Records of Service and Management's approval showing the staff is not indebted to University
10	.Handle Ad-Hoc Staff Affairs (NYSC & SIWES)	<p><b>For NYSC</b> the process required are:</p> <ul style="list-style-type: none"> <li>i. Acceptance of Corp Member posted to the University</li> <li>ii. Issuance of identity card</li> <li>iii. Inputting of their data on the NYSC database</li> <li>iv. Issuance of advocacy wear</li> <li>v. Posting of Corp Member to various locations</li> </ul> <p>On rare occasions, we write to the NYSC Secretariat to request for Corp Members.</p> <p>During the month, a memo for the payment of their monthly stipends is prepared and forwarded to the Bursar for further action.</p> <p><b>For SIWES</b> the process required are:</p> <ul style="list-style-type: none"> <li>a. Issuance of identity card</li> </ul>	5Days		An NYSC Posting letter for Corp Members and a SIWES Request letter for SIWES Students



		<p>b. Preparation of payment instruction to the Bursar for payment of monthly stipends.</p> <p>e.</p>			
11	Stoppage of Salary	Staff's salaries and allowances are usually put on hold when we receive a report that they are no longer showing up to their duty posts for a protracted period of time usually in excess of one (1) week without permission.	2Days		Directive from Management

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
12	LEAVE MATTERS	<ul style="list-style-type: none"> <li>i. An Officer <b>MUST</b> refer to page 24 to 31 of the NOUN Conditions of Service</li> <li>ii. An Officer <b>MUST</b> request for Staff File on all leave matters</li> <li>iii. Ensure that He/She check for the endorsement of the Staff's Head of Unit</li> <li>iv. Copy appropriate authorities</li> <li>v. Ensure it is vetted</li> <li>vi. Convey approval accordingly</li> </ul>	2 Days		Staff's file and endorsement from authority
13	MATERNITY LEAVE	<p>Officer must first make sure that; the applicant has the following in their file:</p> <ul style="list-style-type: none"> <li>i. A duly signed application letter</li> <li>ii. EDD report from a recognized hospital</li> <li>iii. Calculate the Leave duration of 4</li> </ul>	2Days		A duly signed application letter with attached EDD report from a recognized hospital

		<p>months, inclusive of the Staff's annual leave for the year</p> <p>iv. Copy the appropriate authorities</p> <p>v. Ensure it is vetted</p> <p>vi. Convey approval accordingly</p>		
14	PATERNITY LEAVE	<p>Staff must attach the following to the application:</p> <p>i. A duly signed application letter</p> <p>ii. Birth Certificate of the child</p> <p>iii. Calculate the duration of 14 working days only</p> <p>iv. Copy the appropriate authorities</p> <p>v. Ensure it is vetted</p> <p>vi. Convey approval accordingly</p>	2Days	A duly signed application letter and Birth Certificate of the child attached

15	RESEARCH LEAVE	<p>This leave is applicable <b>ONLY</b> to Academic Staff. Eligible Staff must have the following:</p> <ul style="list-style-type: none"> <li>▪ Application must be recommended by the Dean/Director/Head of Department</li> <li>▪ Vice-Chancellor's approval</li> <li>▪ Calculate the leave duration of twenty (26) working days</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>	5Days		Recommendation by the Dean/HOD
16	SABBATICAL LEAVE	<p>This leave is applicable to <b>ONLY</b> to Senior Lecturers, and Non-Academic Staff on</p>	3Days	Miss Morenike M. Ayodele-07040	A duly signed application letter by the Dean/Director and approval from the Vice-

		<p>CONTISS 13 and above. The Staff must have the following:</p> <ul style="list-style-type: none"> <li>▪ A duly signed application letter</li> <li>▪ Applicant must have a record of six(6) years of continuous service in the University</li> <li>▪ Calculate the leave duration of One (1) year</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>			Chancellor
17	SICK LEAVE	<p>This leave is applicable to <b>ONLY</b> sick staff. The Staff must have the following:</p> <ul style="list-style-type: none"> <li>▪ Duly signed application letter</li> <li>▪ A medical report by a recognized medical practitioner</li> <li>▪ Check for medical history of the Staff</li> <li>▪ Calculate the leave duration</li> </ul>	2Days		A duly signed medical report from recognized hospital.

		<ul style="list-style-type: none"> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>		
18	LEAVE OF ABSENCE	<p>leave of absence is without pay</p> <ul style="list-style-type: none"> <li>▪ Application must be duly signed and recommended by the Dean/Director/Head of Department</li> <li>▪ Calculate the leave duration of one (1) year, which is renewable for another one (1) year</li> <li>▪ For political appointment, it shall be for the duration of the appointment</li> <li>▪ Copy the appropriate authorities</li> </ul>	2Days	A duly signed application letter by the Dean/Director and approval from the Vice-Chancellor

		<ul style="list-style-type: none"> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>			
19	REGULARIZATION	All temporary Appointment are regularized after the duration of not more than twelve (12) months to become tenure appointment	7Days		A regularization letter signed by the Registrar
20	CONFIRMATION OF APPOINTMENT	<p>All appointments are confirmed after duration of probation period of two (2) years.</p> <ul style="list-style-type: none"> <li>▪ Duly signed application</li> <li>▪ Check for the date of Emolument/Assumption of duty</li> <li>▪ Check for adverse report or act of misconduct</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> </ul>	7Days		A duly signed Confirmation letter from the Registrar

		<ul style="list-style-type: none"> <li>▪ Convey approval accordingly</li> </ul>			
21	TERMINATION OF APPOINTMENT	<p>Cessation of appointment due to serious misconduct but not enough to warrant the ultimate sanction.</p> <ul style="list-style-type: none"> <li>▪ Check Staff record</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>	2Days		A duly signed Termination of appointment letter
22	SALARY ADVANCE	<p>Any member of Staff who is not servicing any loan may be eligible to salary advance. The officer must check for the following:</p> <ul style="list-style-type: none"> <li>▪ Duly signed application</li> <li>▪ Date of employment</li> </ul>	5Days		A duly signed salary advanced by the Director, HR, and an approval.



		<ul style="list-style-type: none"> <li>▪ Check for Staff's previous loan history</li> <li>▪ Check for recommendation by Head of Unit</li> <li>▪ Check for Cogent reason for application</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Comment accordingly</li> <li>▪ Convey accordingly</li> <li>▪ It is subject to approval by the Vice-Chancellor</li> </ul>			
23	DISCIPLINARY ISSUES	<p>(Queries, Warning, Letter of Advice, Suspension, Recall from Suspension)</p> <ul style="list-style-type: none"> <li>▪ An Officer <b>MUST</b> refer to page 17 to 21 of the NOUN Conditions of Service</li> </ul>	21Days		Directive from Management

		<ul style="list-style-type: none"> <li>▪ An Officer <b>MUST</b> request for Staff file</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>			
24	LETTER OF INTRODUCTION	<p>These letters are usually written to introduce a member of Staff to an Institution, Organizations or Embassy.</p> <ul style="list-style-type: none"> <li>▪ Duly signed application letter</li> <li>▪ Verify the address of the addressee</li> <li>▪ Copy the appropriate authorities</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly</li> </ul>	2Days		A duly signed copy by the Director, HR and an approval by the Registrar.

25	RESETTLEMENT ALLOWANCE	<p>Member of Staff on posting/transfer from one location of the University to another <b>may</b> be entitled to resettlement allowance of 2% of his/her annual emolument.</p> <ul style="list-style-type: none"> <li>▪ Duly signed application letter</li> <li>▪ Letter of posting (Posting letter)</li> <li>▪ Reason for posting</li> <li>▪ Comment accordingly</li> <li>▪ Ensure it is vetted</li> <li>▪ Convey approval accordingly and copy the Bursar and Payroll</li> </ul>	2Days		A duly Signed letter of resettlement Allowance by the Director, HR,
----	------------------------	---	-------	--	---

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
26	Serve as	The following activities are required	5Days		List of Files and other documents

Secretariat	for a meeting to take place. 1. Contact and make arrangement with the Chairman of the Committee for date of meeting by the Ag. Director, HR .			for the meeting
	2. Prepare Notice of meeting.	1Days		Notice of meeting
	3. Prepare the Agenda of meeting.	1Days		Agenda of the meeting
	4. Organize venue for the meeting and name tags	2Days		Name Tags
	5. Prepare files.	2Days		List of files
	6. Prepare Attendance of the meeting.	1Days		Attendance list

7.	Arrange for refreshment.by the Deputy Registrar, HR	1Days		Photo of refreshment
8.	Write Minutes to be vetted	14Days		Minute for the meeting.
9.	Write Report to be vetted	14Days		A copy of report
10.	Matters arising.	1Days		A copy of Matters arising
11.	Prepare Decision Extract	1Days		A copy Decision Extract
12.	Follow-up on/forwarding of decision(s) taken at meetings. (to specific individual and or appropriate Units)	2Days		A copy Decision Extract

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
27	Appointments/Promotion Committee(Non-Teaching)	1. The activation and sending out of online APER Form to faculties, directorates, units and study centres	21Days		online APER Forms with link.
		2. Preparation for and hosting of the Meetings towards the release of results by the Ag. Director, HR and the Registrar.			
		3. Prepare Notice of meeting.	1Days		Notice of meeting
		4. Prepare the Agenda of meeting.	1Days		Agenda of the meeting

5. Organize venue for the meeting and name tags	2Days		Name Tags
6. Prepare files.	2Days		Files for the meeting
7. Prepare Attendance	1Days		copy of attendance
8. Arrange for refreshment by the Deputy Registrar, Human Resources	2Days		Photo of refreshment
9. Preparation of minutes of the Meetings to be vetted.	14Days		Minutes of the meeting
10. Write Report to be vetted	14Days		A copy report
11. Matters arising.	1Days		A copy of Matters arising

12. Prepare Decision Extract and follow up.	2Days		A copy Decision Extract
13. Production and posting of promotion letters to successful staff.	7Days		promotion letters
14. Production and posting of letters to unsuccessful staff.	7Days		letters to unsuccessful staff



S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
28	Appointments/Promotion Committee(Academic)	<ul style="list-style-type: none"> <li>• Inform the Faculties on the next promotion exercise.</li> <li>• Departmental Appointments and Promotions Committee meeting will hold</li> <li>• Followed by Faculty Appointments and Promotions Committee meeting (The representative of Directorate of Human Resources (HR) will be in attendance).</li> <li>• Organize a meeting with Faculties (In attendance - Dean, HODs &amp; FOs). <ul style="list-style-type: none"> <li>➤ Agenda of meeting with Faculties: template on submission of recommended candidates for promotion.</li> <li>➤ Any other matters arising:</li> </ul> </li> </ul>	21Days		All the Files and other documents for the meeting

		<p>content of report, clarity on date of assumption of duty in NOUN, explicit and detailed remarks on assessment of candidates.</p> <ul style="list-style-type: none"> <li>• Submission of detailed report and CV to HR by faculties.</li> <li>• Collation of all reports &amp; curriculum vitae from Faculties, for presentation at Central Appointments and Promotions Committee meeting.</li> <li>• Report on the outcome of meeting at the Central Appointment and Promotion Committee meeting is prepared.</li> <li>• List of successful candidates and those not recommended are forwarded to the appropriate Units.</li> </ul>			
--	--	---	--	--	--

1. Preparation for and hosting of the Meetings towards the release of results by the Ag. Director, HR and the Registrar			
2. Prepare Notice of meeting.	1Days		Notice of meeting
3. Prepare the Agenda of meeting.	1Days		Agenda of the meeting
4. Organize venue for the meeting and name tags	2Days		Name Tags
5. Prepare files.	2Days		Files for the meeting
6. Prepare Attendance	1Days		copy of attendance
7. Arrange for refreshment by the Deputy Registrar, Human Resources	2Days		Photo of refreshment

8. Prepare Minutes to be vetted.	14Days		Minutes of the meeting
9. Write Report to be vetted	14Days		Report of the meeting
10. Prepare Matters arising	1Days		A copy of Matters arising
11. Prepare Decision extract and follow up.	2Days		A copy Decision Extract
12. Production and posting of promotion letters to successful staff.	7Days		promotion letters
13. Production and posting of letters to unsuccessful staff.	7Days		letters for unsuccessful staff

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
29	Joint Council/Senate Investigation Committee	<ul style="list-style-type: none"> <li>• Cases are referred from Council to the Committee.</li> <li>• Chairman of Committee is informed of the case(s) and a meeting is fixed.</li> <li>• Based on outcome of approval from Council, recommendations are implemented.</li> <li>• Follow-up on recommendations of the Committee where necessary</li> </ul>	21Days		All the Files and other documents for the meeting

		1. Prepare Notice of meeting.	1Day		Notice of meeting
		2. Prepare the Agenda of meeting.	1Day		Agenda of the meeting
		3. Organize venue for the meeting and name tags	2Day		Name Tags
		4. Prepare files.	2Day		Files for the meeting
		5. Prepare Attendance	1Day		copy of attendance list
		6. Arrange for refreshment by the Deputy Registrar, Human Resources	2Day		Photo refereshment
		7. Prepare Minutes to be vetted.	14Day		Minutes of the meeting

		8. Write Report to be vetted	14Day		Report of the meeting
		9. Prepare Matters arising	1Day		A copy of Matters arising
		10. Prepare Decision extract and follow up.	2Day		A copy of Decision Extract

Draft

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
30	Appeals Committee	<ul style="list-style-type: none"> <li>• Cases appealed from affected staff are referred from Council to the Committee.</li> <li>• All activities to fix a meeting is carried out (see item iii, page 13).</li> <li>• Subsequent meetings are fixed (subject to the conclusions of the appeal cases referred).</li> <li>• Follow up on recommendation of the Committee where necessary.</li> <li>• Reports on recommendation of appeal cases are forwarded to Council for ratification.</li> <li>• Minutes are prepared for every meeting.</li> <li>• Based on the outcome of Council's decision on appeal,</li> </ul>	21Days		All the Files and other documents for the meeting



		recommendations are implemented.			
		11. Prepare Notice of meeting.	1Day		Notice of meeting
		12. Prepare the Agenda of meeting.	1Day		Agenda of the meeting
		13. Organize venue for the meeting and name tags	2Day		Name Tags
		14. Prepare files.	1Day		Files of the meeting
		15. Prepare Attendance	1Day		A copy of attendance list
		16. Arrange for refreshment by the Deputy Registrar, Human Resources	2Day		Photo of refereshment

		17. Prepare Minutes to be vetted.	14Day		Minutes of the meeting
		18. Write Report to be vetted	14Day		Report of the meeting
		19. Prepare Matters arising	1Day		A copy of Matters arising
		20. Prepare Decision extract and follow up.	2Day		A copy of Decision Extract

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete Each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected evidence (output) of completed Activity (Task)</b>
31	CENTRAL CLERICAL	1. Receiving and recording of incoming mails/documents/memo	1Days		Signed documents/mails/memos
		2. Receiving and recording of incoming files	1Days		Recorded files.
		3. Recording and movement of files to designated officers	1Days		Recorded files

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete Each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected evidence (output) of completed Activity (Task)</b>
32	CORRESPONDENCE SUB-UNIT	1. Receiving and filing of incoming correspondence/ memo/documents	2 Days		Incoming memos/documents/ Hard copy Register

		2. Keeping and maintaining of correspondence, general and committee files	2 Days		Recorded files/ Hard copy Register
		3. Responsible for keeping, updating and maintaining both old and new volume of the following files:  a. General files  b. Correspondence files  c. Committee files	2 Days		Recorded files

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete Each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected evidence (output) of completed Activity (Task)</b>
33	FILE AND RETURN SUB-	1. Responsible for filing all staff requests /Applications from	3 Days		Incoming memos/documents

UNIT	Registrar's office and bringing forward to the Director for further action			
	2. Responsible for dispatching files to appropriate office(s), as directed in the files	3 Days		Recorded files
	3. Keeping and maintaining of staff files	1 Days		Recorded files
	4. Keeping and maintaining of Deceased files, Disengagement files, Retirement files, Termination of appointment files and End of contract files.	1 Days		Recorded files
	5. Returning of all the treated files to appropriate cabinet	1 Days		Recorded files

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
34	INTERNAL DISPATCH SUB- UNIT	1. Responsible for the distribution of all signed documents/letters to staff, Directorates, Departments, Units, and Faculties	3 Days		Available signed letters/documents, available record that signed letters have been received.
		2. Responsible for keeping record of the day-to-day dispatch and provides same when needed	1 Days		Files/memos/letters recorded
		3. Recording of all signed external documents and forwarding to external dispatch unit	4 Days		signed documents/ Available record

		4. Attaching posting of staff in their files	5 Days		posting letters and change of staff location on file.
--	--	--	--------	--	---

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
35	EXTERNAL DISPATCH	1. Responsible for receiving and recording of mails/documents from different Units, Directorate and Faculties for external dispatch	4 Days		Name, signature and date on acknowledgement copy /Available records.
		2. Scanning and emailing of all signed documents/memos to staff and other Organizations	1 Days		documents/memos/Email sent

3. Pick up mails from the University Private Mail Bag	30Days		mails received by recipients
4. Recording, collating and packaging of mails to get them ready for the Courier to sign and pick up every Tuesday and Friday	3Days		Mails/records showing Courier received mails.
5. Weekly dispatching of mails within Abuja	2Days		Mails/records showing mails received
6. Vetting of courier bills	14 Days		Bills vetted and letter prepared for Registrar.



S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete Each Step	Action by (Name and ID Number)	Expected evidence (output) of completed Activity (Task)
36	VETTING AND SIGNING OF DOCUMENTS	<ol style="list-style-type: none"> <li>1. Vetting and signing of letters/memos/documents by the Ag. Director, Human Resources.</li> <li>2. Assign files to DR, PARs and other Admin Officers to be worked on.</li> </ol>	3Days		Signed letters/memos/documents
		<ol style="list-style-type: none"> <li>3. Vetting and signing of letters/memos/documents as well as directing them to PARs and other Admin Officers by the Deputy Registrar, HR</li> </ol>	3 Days		Signed documents/letters/memos/files
		<ol style="list-style-type: none"> <li>4. Vetting and signing of letters/memos/documents as well as directing them to other Admin Officers by the</li> </ol>	3Days		mails received by recipients

Principal Assistant Registrars.			
5. Vetting and signing of annual leave letters as well as directing files to other Admin Officers by the Senior Assistant Registrars.	3Days		Mails/records showing Courier received mails.

## **Team of Developers**

1. Dr. Muyiwa S. Akintola
2. Mrs. Martina N. Arinze-Onaga
3. Mrs. Phoebe U. Otowo
4. Mr. Adebayo S. Aranmolate
5. Mrs. Helen O. Dabit
6. Mr. Hussaini G. Saldip
7. Mr. James A. David
8. Mr. Samuel Ekpe
9. Mr. Bankole O. Akimboboye

Draft