



National Open University of Nigeria

SOP Title	Office of the Deputy Vice-Chancellor, Technology, Innovation and Research
SOP No:	
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	The Deputy Vice-Chancellor, Technology, Innovation and Research
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

To outline the framework established by the office of the Deputy Vice-Chancellor Technology, Innovation and Research (DVC-TIR) to support the Vice-Chancellor in terms of providing policy and administrative guidelines to the university community in the areas of technology, innovation, and research.

Activities

1. Administrative Function
2. Secretarial Functions

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Secretarial Functions	<ol style="list-style-type: none"> 1. Typing, Drafting of memos and other documents. He type, sometimes draft and compose all the memos and letters in the office of DVC-TIR to different destination such as Principal Officers, Directorate/Faculties and Units within the University 2. Receipt of incoming memo/letter/requests from Directorate, Faculties, Department, Units and Study centres 3. Sorting of all outgoing mails the DVC-TIR worked on for onward dispatch to where they supposed to be dispatched 4. Feedback of the forwarded memo/letter and requests from the Directorate, Faculties, Department and Units 5. Reply and response to the received memo/letter/requests 6. Photocopying of sensitive and important documents for DVC-TIR 	2 days or more	Abubakar Uzairu (04447)	File copy, Record Book, and Dispatch book

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
2.	Administrative Functions	<ol style="list-style-type: none"> 1. The DVC-TIR saddled the HEO with the responsibility managing the funds meant for the office upkeep, fuelling of official car. 2. Manages all the resources in the DVC-TIR's Office; refreshments and others 3. Ensures that all the outgoing mails are dispatched and filed accordingly by the Clerical Officer 	1day or more	Sumaiya Haruna Anani (04902)	Filled Form, File copy and Dispatch book

Team of Developers

1. Abubakar Uzairu
2. Sumaiya Haruna Anani