



NATIONAL OPEN UNIVERSITY OF NIGERIA

Office of the Vice-Chancellor

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| SOP Title | Vice-Chancellor's Office SOP |
| SOP No: | NQSA/SOP/IGM/018 |
| Owner: | National Open University of Nigeria (NOUN) |
| Approved By: | The University Senate |
| Manager/Driver: | Vice-Chancellor |
| Date of Approval: | |
| Date of Next Review: | The date will be three (3) years from the date of approval (to be inserted after approval) |

Purpose: The Vice-Chancellor is the chief executive officer (CEO) of a university, responsible for the day-to-day operations, academic policies, and financial management of the institution. The Vice-Chancellor reports to university council and is accountable to the Senate for academic matters.

1. Receiving Incoming Memo/Letter/Requests
2. Responding to Memo/Letter/Requests
3. Dispatching memos
4. Filing
5. Approving of Appointment of Academic and Non-teaching Staff
6. Gives approval for all financial expenditures in the university

| 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. | Receiving Incoming Memo/Letter/Request | 1. Receipt of incoming memo/letter/requests from Faculties, Directorates, Departments, Units, Students, Study Centres and External bodies. | 1 | | Record Book/Excel Sheet |
| | | 2. Minuting of the received memo/Letter/Requests to the Deputy Registrar, Vice-Chancellors Office | 2 days | | Internal movement Record Book |
| | | 3. Feedback of the forwarded memo/letter and requests from the concerned office (s) | 2 days or more | | File movement Book |
| | | 4. Reply/Response to the received memo/Letter/Requests | 2 days | | File copy |

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|------------|------------------------------------|--|---|---------------------------------------|--|
| 2 | Responding to Memo/letter/requests | 1. Drafting reply (i.e memo/letter) to the received memo/letter/request. | 3 days | | File copy |
| | | 2. Vetting of the drafted reply (in 1 above) by the Deputy Registrar | 1 | | |

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|------------|-------------------------------------|--|---|---|--|
| | | 3. Correction (if any) of the vetted reply (memo/letter) | 1 | | |
| | | 4. Countersignature on the reply to memos/letters/requests | 1 | | File Copy |

| 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) |
|-----------------|---|---|---|---|--|
| 3. | Dispatching memos | 1. When a memo is drafted and signed, clerical staff would dispatch the memo to the copied individuals/Faculties/Departments/Directorate/Unit on the memo. | 1 | | File Copy |
| | | 2. When dispatching the memo, clerical staff hold an extra copy of the memo so that the one receiving would sign on it and put date as evidence that his/her office is in receipt of that memo, and there are situation where dispatch book would come to play, wherein a receiver writes his/her name, title of the memo he/she is receiving, signs and puts date. | 2 days | | Dispatch book & File Copy (acknowledge) |
| | | 3. After dispatching memo, clerical staff would enter information on the dispatched memo into the system serving as electronic backup and for easy access when need arises. <ul style="list-style-type: none"> i. The destination of the memo ii. Reference number of the memo iii. Title of the memo iv. Name of the person that receives the memo | 1 | | Excel sheet |
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| | | | e each step | | |
|----|--------|--|--------------------|--|--------------------------|
| 4. | Filing | 1. When memos are drafted, there is always a file copy (for the office) | 1 | | |
| | | 2. File copies are then filed into appropriate files (based on the destination of memo) after giving it a number with a red pen. The number on the new document is +1 to the number on the document preceding it. Each file has a distinct file index number to differentiate them from each other and they are being updated with the change of volume of a file. | 1 | | File Copy |
| | | When a file is filled up (i.e, file containing 200 documents) a new volume for that file would be opened and the filled-up file would be marked " <i>closed</i> ". | 1 | | Closed Old File |
| | | Records of file's last volume are being recorded in Excel document on a computer and named as " <i>File Index</i> ". | 1 | | File Index (excel sheet) |

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|-----------------|--|---|---|---|--|
| 5. | Forwarding of approval for Appointment of Academic and Non-academic Staff to the Registrar | <p>Appointment of Academic and Non-teaching Staff, Junior and Senior Staff is in accordance with the Rules and Regulations Governing the Condition of Service of the University.</p> <p>See Section Two: from 2.0-2.7.3 of the Rules and Regulations Governing the Condition of Service of Senior Staff and Section Two: from 2.0-2.6.2 of the Rules and Regulations Governing the Condition of Service of Junior Staff.</p> <p>Also see under Schedules, Schedule One, Criteria for Appointments of Non-teaching Staff. Pg. 49-52 of the Rules and Regulations Governing the Condition of Service of Senior Staff and also pg-35-37 of the Rules and Regulations Governing the Condition of Service of Senior Staff.</p> | | | File copies of the dispatched made |

TEAM OF DEVELOPERS

1. Mr. Adefemi Oyedipe
2. Mr. Andrew Elias
3. Mr. Ifeanyi Emmanuel