



## National Open University of Nigeria

SOP Title	Deputy Vice-Chancellor (Academic) SOP
SOP No:	NQSA/SOP/IGM/017
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Deputy Vice-Chancellor (Academic)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

**Purpose:** Apart from being responsible to the Vice-Chancellor for all academic matters, the office superintends over the Under-listed Directorates, Committees and Academic Services.

### Office of the Deputy Vice-Chancellor (Administration) Activities

1. Project Moderation
2. Inaugural Lectures
3. Facilitation
4. University Examination Committee
5. Ceremonials Committee

### Activities and Actions

S/N	ACTIVITY (Assigned Task)	STEPS (Task Description)	Maximum Days to Complete Each Step	Action By: Name and ID No.	Evidence of Completed Activity (TASK)
1.	Examination Misconduct Investigations	<p>At the end of every semester examination, the Office of the DVC (Academic) collates and reviews all reports of examination misconduct cases from the panels of the study centres and make recommendations to the Vice-Chancellor before forwarding same to the University Senate for approval.</p> <p>Afterwards, the approved recommendations are sent to the Registrar for further necessary action.</p>	Four (4) weeks after semester examinations.		The Academic Registry/DMIS blocks defaulting students portals for the stipulated semesters as captured in the recommendations.

2.	Undergraduate Project Moderation Exercise	The office of the DVC (Academic) from time to time monitors the upload of Undergraduate Projects/Seminars, Teaching Practice and Practicum on the Projects Administration System (PAS) and liaises with the Departments to ensure that all uploaded non-examinable are moderated.	90 days		<p>The scores of projects and other non – examinable courses are captured on the PAS.</p> <p>The results are captured on the students' portal.</p>
3.	Prepares the Claims for Payment of External Examiners	The Office of the DVC (Academic) harvest the details of the external examiners from the PAS, process payment for them and forward to the vice-chancellor for approval.	90 days		The Bursary processes the approved payment by disbursing monies to the external examiners.
4.	Prepares the Claims Payment of Undergraduate Project Supervisors	The Office of the DVC (Academic) harvest the details of the supervisors from the PAS alongside the total number of completed projects each of them supervised, then their payment is processed and forwarded to the Vice-Chancellor for approval.	90 days		The Bursary processes the approved payment and disburses the monies to the supervisors

5.	Inaugural Lecture	<p>The office of the Deputy Vice-Chancellor (Academic) is responsible for making necessary arrangements for all Inaugural lectures of the University.</p> <p>The office of the DVC (Academic) secures approval from the Vice-Chancellor and then liaises with the different stakeholders (inaugural lecturer, NOUN Press, DDPW and the Academic Office) to ensure that the events are successful.</p> <p>The 25<sup>th</sup> Inaugural Lecture for the year 2024. The lecture is scheduled to hold on Thursday, 25<sup>th</sup> April, 2024.</p>	30 days		The presentation of the lecture from time to time.
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6.	Processes both fresh engagement and renewal of old Adjunct Lecturers Appointment's	<p>The office of the DVC (Academic) writes to the various Departments to forward the details of applicants for the position of Adjunct Lecturers for both fresh engagement and those whose tenure had elapse.</p> <p>Upon receipt of the above request, the DVC (Academic) collates and forward to the Vice-Chancellor for necessary approval. The approved list is then forwarded to the Registrar for further necessary action.</p>	90 days		The Registrar issues letters of appointment to the approved applicants, outlining the terms and conditions of their engagement.
7.	Processes the Activation of PAS accounts for External Examiners	<p>At the commencement of every semester, The Departments are directed to forward the details of academics from other reputable universities across the nation that would be involved in the moderation of undergraduate projects.</p> <p>The DVC (Academic) then forwards same to the LCMS for creation of PAS account.</p>	7 days		The LCMS notifies both the DVC (Academic) office and the relevant Department that the PAS account has been created as requested.

8.	Approval of supervisors on the PAS	<p>The office of the DVC (Academic) regularly monitors and grants approval for intended project supervisors on the PAS.</p> <p>The approval or not of the DVC (Academic) is only done after the Study Centre and relevant Department have recommended the applicant.</p>	7 days		DVC (Academic) final remark on the PAS.
9.	Approval of Online Tutors/Facilitators	<p>The Departments are required to forward the list of recommended online tutors/facilitators to the office of the DVC (Academic) using the approved template.</p> <p>The DVC (Academic) collates all the submission from the Departments and forward same to the LCMS for further necessary action.</p>	7 days		The LCMS activates their accounts and processes their claims for payment at the end of each semester.

10.	Review of the Project Administration System (PAS)	The office of the DVC (Academic) monitors and reviews activities on the PAS every semester and make necessary recommendations for upgrade of the portal based on observed challenges and remarks from the departments and Study Centres to the DLCMS.	90 days		<p>The DLCMS implements the necessary recommendations on PAS for seamless service delivery.</p> <p>The PAS in use is the 4<sup>th</sup> generation upgrade.</p>
11.	Checking of Unit's Official email.	The assigned Officer checks the Unit's email and refers the correspondences to the Deputy Registrar for necessary attention.	7 days		The Deputy Registrar attends to the various correspondences and assigns tasks arising from there to other staff of the Unit.
12.	Preparing and servicing of the DVC (Academic) meetings.	The DVC (Academic) administrative staff serves as Secretariat for ad-hoc meetings of the DVC (Academic).	90 days		The end result of this activity is successful hosting of meetings and the production of minutes/reports.

## **Team of Developers**

1. Edeh Nneoma (Mrs.)
2. Egbegbadia Ese Sandra
3. Ebute Agada Wallace
4. Maikano Friday Manu