



NATIONAL OPEN UNIVERSITY OF NIGERIA

Office of the Vice-Chancellor

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

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	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		

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. 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
S/ N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete	Action by (Name and ID Number)	Evidence of Completed Activity (Task)

			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)

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)
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