National Open University of Nigeria

SOP Title	Directorate of Advancement and Linkages (DAL)
SOP No:	NQSA/SOP/CPL/003
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Advancement and Linkages (DAL)
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 Co-ordinate and manage linkages between NOUN and various public or private sector institutions and organisations locally and internationally for purposes of qualitative manpower training, capacity building, and scientific/technological advancement.

Directorate of Advancement and Linkages Activities

1. Developing, updating and maintaining a comprehensive Alumni database
2. Reaching out to NOUN Alumni Association (NOUNAA)
3. Sourcing local, international linkages, promotions, collaboration and partnerships

4. Sourcing new opportunities for philanthropic support in areas of staff and student exchanges, training, research and specialisations
5. Mobilising the affinity of Alumni, friends, local and international corporations, foundations, and government ministries and agencies
6. Encouraging financial support funding to advance and promote the University in the conduct of its operations
7. Development of alumni database and foster and active engagement with the alumni and friends of the University
8. Collation and management of statistical data on the activities in the Directorate
9. Reporting on the activities and operations
10. Recording of existing linkages and partnership

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.	Developing, updating and maintaining a comprehensive Alumni database	Taking initiatives to increase student awareness of Alumni Association.	90 days		Copies of flyers, posters, and other promotional materials used to advertise events related to the Alumni Association. Also provide link to the online presence.
		1. Showcasing prominent NOUN Alumni on the Directorate's and University's websites.			1. Link to the list of alumni members by year of graduation, programme, number of student year, phone number, email, and current job (employed or self-employed).
		2. Instituting Alumni Desk Officers in all Study Centres.			2. List of Desk officers and

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					their achievement for the period under
		3. Liaising with the Academic Registry Directorate to ensure that all students approved to graduate are made aware of the existence of the NOUN Alumni Association (NOUNAA).			1. Link to advocacy of graduate registrations with NOUNAA. 2. Advocacy document(s) of NOUNAA to graduating students and graduate.
2.	Reaching out to NOUN Alumni Association (NOUNAA), Government relations, International Communities, stakeholders development of partnership/linkages, donations and	1. Mobilising the affinity of NOUN constituencies – Alumni, friends, local and international corporations, foundations, and relevant government ministries and agencies to encourage	90 days		1. List of donors stating the amount received from each with date. 2. Approved budget for the utilisation of the funds. 3. Report on retirement of spendings made.

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	Enhancement of regular engagement and inspire a culture of philanthropy amongst alumni.	funding, advance and promote the University in the conduct of its operations.			
		2. Coordinating and supporting activities organised by NOUNAA. Initiating accessible means of reaching out through the adoption of social media handles.			2. Detailed plans and agendas for activities organised by NOUNAA, including dates, times, and locations.
		3. Disseminating information to Alumni and students in Alumni Desk Officers in all Study Centre's.			3. list and types of information sent to Desk Officers for dissemination to the Alumni.
3.	Sourcing new opportunities for philanthropic support in areas of staff	1. Identifying viable linkages and partnerships and ensuring adherence to signed MOUs and Agreements.	90 days		1. List of signed MOUs and agreements with all relevant parties' signatures and dates. 2. Regular reports documenting the progress

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	and student exchanges, training, research and specialisations	2. Managing and reporting on linkages and partnerships with institutions and organisations. 3. Conducting periodic situation analysis on the status of University's linkages and partnerships. 4. Coordinating discussions and recommendations on proposed partnerships and collaborations.			of partnership activities, achievements, and any challenges encountered. 3. Periodic report on the performance on university linkages and partnerships.
4.	Reporting and coordinating opportunities for philanthropic support	1. Initiating formal communication with local and international institutions, organisations and agencies for possible linkages and collaborations.	90 days		1. Formal letters of inquiry or proposals sent to institutions, organizations, and agencies.
		2. Publicising research initiatives for			1. List of research initiatives presented for

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		collaborations and partnerships.			collaboration and partnerships. 2. List of collaborations on research initiatives and level of performance.
5.	Mobilising the affinity of Alumni, friends, local and international corporations, foundations, and government ministries and agencies	Affinity of Alumni, friends, local and international corporations, foundations, and government ministries and agencies.	90 days		
		1. Encouraging financial support funding to advance and promote the University in the conduct of its operations.			1. List of support received. State the donors, amount donated, purpose of donations and date.
		2. Identifying key/ prominent alumni and other stakeholders with genuine interest in institutional			2. Records of alumni and stakeholder participation in university events, such as reunions, seminars, and

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		development for cultivation, regular communication and engagement.			advisory boards.
6.	Encouraging financial support funding to advance and promote the University in the conduct of its operations	1. Patronising, cultivating and sustaining the interest of identified alumni, friends of the University and other stakeholders by initiating and maintaining communication with them, though sending birthday greetings, or felicitating with them on their special occasions.	90 days		1. List of endowments funds received. State the purpose and date received. 2. Report of major activities of the endowment activities.
		2. Communicating and coordinating opportunities for endowments.			
		3. Coordinating the benefactors for			List of benefactors, stating the purpose of release, life

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		investment in the endowment opportunities in the University.			span of utilisation, current state of utilisation, challenges, solutions, and dates.
7.	Development of alumni database and foster and active engagement with the alumni and friends of the University	Operating and updating Managing a digital database of Alumni records.	90 days		Link to Alumni Database entries showing the information recorded for each alumnus, such as name, contact details, graduation year, current occupation, and other relevant data.
8.	Collation and management of statistical data on the activities in the Directorate	Identifying and reaching out to prominent Alumni and for engagement and towards involving them in NOUN operations.	90 days		1. Detailed list of alumni including exceptional activities performed by members, status (active or inactive or dead etc) 2. Report of Graduate Tracer Study in the period under review
9.	Reporting on the activities and operations	Maintaining updating records on the activities and operations.	90 days		List of activities carried out in the period under review stating achievements and dates.
10.	Recording of	1. Writing quarterly	7 days		1. Records of approvals

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	existing linkages and partnerships	reports on the activities for use by Management			or endorsements of the quarterly reports by management.
		2. Coordinating the formalisation of MoU/Agreements d. Coordinating arrangements and logistics for the reception of guests to the University.			2. Records of approvals or endorsements of the MoUs/Agreements by relevant authorities.

Team of Developers

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