National Open University of Nigeria

SOP Title	Study Centres SOP
SOP No:	NQSA/SOP/IGM/002
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	All Study Centre Directors (Each Director to manage its Study Centre)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Please indicate:

Name of Study Centre: _____

Study Centre Zone: _____

Purpose

Section 1 of NOUN Amendment Act, No. 19 (2018) permits the university to establish local study centres. The study centres provide support for learners in their academic activities.

Study Centre Activities

1. Screening of new students at the study centre.
2. Documentation of new students at the study centre
3. Collection of Course Materials at the Study Centre
4. Student Orientation and Matriculation
5. Examination Clearance at the Study Centre
6. Pen-on-Paper (POP) Examination at the Study Centre
7. e-Examination at the Study Centre
8. Authentic Assessments
9. Add and Drop of Courses
10. Student Complaints and Enquiries
11. Authentic Assessments
12. Guide on Use of Library
13. Learner Support
14. ICT Support
15. Graduation and Collection of Certificate at the Study Centre
16. Study Centre Administration
17. Student Management
18. Facilities, Laboratories, and Learning Resources
19. Ad-Hoc Activities

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)

1	Screening of new students at the study centre	1. The screening officer receives a student with his/her originals of all the relevant documents.
		2. The Screening Officer:
		  a. Received link to clear admitted students.
		  b. verifies the print-out of the provisional admission letter that carries the passport photograph of the student, and the application form.
		  c. verifies the originality of certificates:
		    ○ O-level results
		      ✓ Issued by WAEC, NECO, NABTEB, and any other certificate as approved by the Senate. This is done online using student scratch card.
		      ✓ Translated copy of foreign O-level certificate like the Baccalaureate.
		    ○ Graduate Results:
		      ✓ Goes to NOUNMIS Portal to view student's transcript and confirm
			7 days		• Biodata and certificate(s) documentation of students in NOUN e-Data warehouse. Provide link.
					• List of students at the study centre that have been issued matriculation numbers.

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		admission status. Those whose admission are denied are respectfully denied clearance. ✓ Verified the certificates of those whose admissions are confirmed. ○ Authenticated copy of foreign certificates as approved by NOUN Academic Registry after verification from the Federal Ministry of Education, Foreign Certificates Verification Unit. d. verifies the authenticity of the student's biodata. e. verifies the correctness of uploaded information and all relevant documents by the student. f. directs students who have flunked the screening process to the Student Counsellor for advice for proper placement or withdrawal with the consent of the study centre director and not issued any matriculation number. g. issues matriculation number to qualified students. h. refers the qualified student to the documentation officer for documentation.			

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		For detail on requirements see Appendix I: Undergraduate, Appendix II: Direct Entry, Appendix III: Postgraduate Diploma, Appendix IV: Masters and Appendix V: PhD			
2	Documentation of new students at the study centre	1. The student presents him/herself to the documentation officer at the study centre with the originals of all relevant documents. 2. The documentation officer: a. receives the print-out of the provisional admission letter signed by the screening officer with a matriculation number and the application form. b. receives three (3) photocopies of all documents from the student that have qualified him/her for the admission. c. receives three (3) passport photograph of the screened student. d. confirms authenticity of the student's biodata and student document. e. confirms that the student's information given in the application form corresponds with what is obtainable in the student's documents. f. directs students who have flunked the documentation process to the screening officer for further verification. g. after a satisfactory verification of the submitted documents, proceeds to proper	7 days		• Student electronic records in NOUN database. • List of students at the study centre that have completed documentation.

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		documentation of the student in three (3) file jackets. h. refers the student with all documents to the store officer for course material collection.			
3	Student Management	1. Manage students' academic records for the purpose of counselling 2. Monitor students' academic progression 3. Provide help by faculty/programme desk officer	90 days		• Student files • Link to student progression • List of help desk by programme
4	Collection of Course Materials at the Study Centre	1. Store officer receives personalised packs of course materials for each student from NOUN Press. 2. The store officer arranges the packs in the store ready to be issued to students. 3. The student presents him/herself to the store officer at the study centre with the originals of all the course registration slip. 4. The store officer: a. receives the course registration slip and confirms the authenticity. b. Issue the student pack of course materials as sent from NOUN Press. c. inputs the student's data and the course materials issued to the students in the centre records.	7 days		• Students record of course materials received and pending in NOUN electronic database. • List of students that have received their course materials and indicating pending course materials.

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5	Student Orientation and Matriculation	The Centre Director links up with HQs to coordinate the orientation and matriculation programmes for new students.	6 days		• Zoom attendance for the matriculation. • Link to the recorded zoom orientation. • Links to prerecorded sessions for students' view at their pace. • List of students in attendance in the orientation programme.

6	Examination Clearance at the Study Centre	1. The student presents him/herself to the faculty officer at the study centre to obtain an examination clearance form for the semester.
		2. The student:
		  a. fills the examination clearance form, attach passport photograph, and submit to the faculty officer.
		  b. tenders the relevant documents required for examination clearance to the faculty officer.
		3. The faculty officer:
		  a. checks if the documents presented by the student meets the required documents for clearance.
		  b. refers the student to the Bursary Office at the study centre to cross-check their remita and payments.
			15 days		• e-Documentation of student Examination Clearance Slips in their portal and NOUN database.
					• A list of all students that have been cleared for examination indicating the semester.
					• Documentation of all the clearance forms.
					• Availability of student examination rules and regulation on the centre's notice board and in the student's portal.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)

		4. The bursary office confirms and signs and refers the students back to the faculty officer.
		5. The faculty officer:
		  a. signs when students meet all required documents or refers students to the relevant office if he/she doesn't have the necessary required document.
		  b. takes the clearance form to the Centre Director for final clearance where he/she signs and stamp the document only when deemed satisfactory.
		6. The clearance form is returned to the student for lamination. This is required to prevent students from writing on it.
		7. Finally, the faculty desk officer calls the attention of the student to the **Student Examination Rules and Agreement** which must be pasted on the notice board and make available in the student portal.			

7	Pen-on-Paper (POP) Examination at the Study Centre	1. Students present the examination clearance form to the checking officer for verification before entering the examination hall.
		2. The Invigilator(s):
		  a. distribute examination booklet to students.
		  b. share question papers to the students.
		  c. monitor the students conducts in the examination hall.
					• Record of students' answer booklets at the study centre.
					• Record of students' answer booklets at the marking centre.
					• Record of answer booklets e-database.

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		d. take physical attendance of student during the examination. 3. At the end of each course, students submit answer booklet to the ICT staff (super or normal user) for electronic capturing. 4. Students sign out of the examination hall after clearance from the ICT staff. 5. The supervisor and the invigilators arrange and package the answer booklets in envelops. 6. The supervisor submits the answer booklets in envelops to the Centre Director. 7. The Centre Director submits the answer booklets arranged in envelops at the marking centre.			

8	e-Examination at the Study Centre	1. The students present the examination clearance form to the checking officer for verification before entering the examination hall.
		 2. The student:
		    a. settles down with an assigned computer system as provided by the study centre for the purpose of e-examination exercise.
		    b. commences his/her examination once he/she logs into the examination
			30 days	•	• List of students who registered for the e-examination.
					 • Actual number of students who took the examination as shown in the database.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		portal, and the time start reading immediately. 3. The invigilators take students' attendance during the examination. 4. The answers are saved automatically before the students exit the hall. This can be done by student clicking on the submit button or save automatically once the estimated time of exam is over. 5. Students sign out of the examination hall. 6. The ICT staff with the super-user submits the final submitted scripts by the students to the server within the specified time after the examination. 7. The ICT staff who is the super-user at the study centre submits the server to the Directorate of Examination and Assessment (DEA) at the Headquarters.			
9	Project	1. The student presents themselves to the faculty desk officer at the study centre with the originals of the project registration slip. 2. The faculty officer: a. receives the project registration slip and confirms the authenticity.	30 days	•	• List of students at the study centre that have submitted their projects. • List of students in the database ready for moderation and defence.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		b. cross check the proposed topics submitted and assign a project supervisor to the student with the approval of the centre director. c. document the approved letter of assignment for record purposes and send a copy to the Head of Department. 3. The student takes the approved letter of assignment to the project supervisor for acknowledgement and returns to the faculty desk officer for documentation. 4. The student commences the project immediately and return to the faculty desk officer once the project is completed. 5. The faculty officer offers the current university scoresheet to the project supervisor for scoring. 6. The project supervisor submits the scored scoresheet and signed spiral bound project to the faculty desk officer. 7. The faculty desk officer presents the signed project and the scoresheet to the centre director for approval. 8. The student submits softcopy of the spiral bound project to the faculty desk officer.			• Availability of undergraduate projects at the project moderation centre. • List of post graduate students slated for defence and those that actually defended.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)

		9. The faculty desk officer conducts plagiarism test which must be below 30% if the student is a post-graduate student.
		10. Where the plagiarism test is above 30%, the project is returned back to the student and the centre director communicates same to the supervisor.
		11. The assigned person by the centre director uploads the project into the Project Administration System (PAS) portal for moderation.
		12. The Centre Director:
		  • takes the undergraduate project reports to the project moderation centre at the specified time.
		  • Organise the post graduate students for virtual defence for their projects.			

10	Add and Drop of Courses	1. The student presents him or herself to the faculty desk officer at the study centre with the originals of the course registration slip for the semester. 2. The Faculty Desk Officer receives the letter and minutes it to the Store Officer to confirm if course material has been issued for the course(s).	7 days		• Student course registration data in NOUN database. • Evidence of student approval to desk officer to drop or add course(s).

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)

		3. The store officer minutes back to the desk officer on clarification of course materials.
		4. The Desk Officer minutes to the Director for approval of dropping of course(s).
		5. The Director gives final approval to the faculty desk officer for the dropping of course(s).
		6. The faculty officer:
		  a. receives the course registration slip and confirms the authenticity.
		  b. logs into the NOUN staff portal to have access to the student's registered courses.
		  c. cross check the courses on the portal and course registration slip if they correspond.
		7. The student signs against the course(s) he or she wants to drop on the course registration slip.
		8. The faculty officer only drops course(s) from the portal with the approval of the student.
		9. The faculty officer records and document the signed course registration slip for future claims.
		10. The faculty officer instructs the student to register their courses with the funds realized from dropping course(s) thus students add course(s) if need be.			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
11	Student Complaints and Enquiries	1. The help desk officer at the study centre receives complaints from prospective students and students with the complaints of missing results, name not on graduation list, password reset, change of study centres, change of programme. 2. Enquires from Prospective Students and Guidance: The Front Desk Officer (Must be versatile in the activities in the university): • receives enquiry from the prospective student/visitor. • Provide guidance on NOUN activities as may be required and give NOUN pamphlet and URL to NOUN website. • Refer the prospective student/visitor to appropriate personnel where need be for further discussions and clarification. 3. Missing Results a. The student writes a letter to the Registrar through the Centre Director for Missing result(s) and attach his/her statement of result.	2 days		• Documentation of complaint received. • Student data in the university database. • Evidence of feedbacks to the students.

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		b. The Centre Director minutes to the Faculty Desk Officer to verify the authenticate the student claim.			
		c. The Centre Director minutes the letter to the Registrar for action if the claim is found to be true.			
		d. The faculty desk officers follow up and give feedback to the student.			
		4. Name not on Graduation List			
		a. The student writes a letter to the Registrar through the Centre Director for name not on graduation list and attach his/her statement of result.			
		b. The Centre Director minutes to the Faculty Desk Officer to verify the authenticity of the student's claim.			
		c. The Faculty Desk Officer checks the student claim on his/her statement of result to verify if he/she has completed the compulsory and elective courses required for graduation. He will also check if the required credit unit for graduation is met.			
		d. Where the Desk Officer has doubt, he/she meets the Director who may have access to check the ERP.			

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		e. The Centre Directors forward the complaint to the Registrar for necessary action if the claim seems correct.
		f. The faculty desk officer follows up and give feedback to the student.
		g. The student can also raise e-ticket to present their complain.
		
		5. Password Reset
		
		  Students meets the ICT staff at the study centre for guidance.
		
		6. Change of Study Centre
		  a. The student writes a letter to the Registrar through the Centre Director, and through the Faculty Desk Officer for change of study centre and attach admission letter, duly completed change of study centre form, course registration slip, and examination registration slip (where necessary).
		  b. The Centre Director endorses the form and send to the Faculty Desk Officer for necessary action.
		  c. The Desk Officer scans the form and upload it on the e-Ticketing platform			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		www.support.nou.edu.ng for Academic office to take necessary action. d. The Faculty Desk Officer will also forward the physical documents to the academic office for necessary action. e. The faculty desk officer follows up and give feedback to the student. 7. Change of Programme a. The student writes a letter to the Registrar through the Centre Director for change of programme and attach the following documents: • Completed change of programme form. • Admission letter • Remita payment of five thousand naira only (5,000) for the change of programme and • O.level result b. The Centre Director endorses the form and send to the Faculty Desk Officer for necessary action. c. The Faculty Desk Officer scans the form with other documents and upload it on the e-Ticketing platform			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		www.support.nou.edu.ng for Academic office to take necessary action. d. The Faculty Desk Officer will also forward the physical documents to the academic office for necessary action. e. The Faculty Desk Officer follows up and give feedback to the student.			

12	Authentic Assessments	1. The student presents him/herself to the faculty desk officer at the study centre with the originals of the course registration slip showing the authentic assessment course registered for. The authentic assessments includes SIWES, Teaching Practice, Field trip, Practical, Seminar/Practicum, and Micro-Teaching Presentation.
		
		2. SIWES (6 months duration)
		  a. The students:
		    • locates a place of placement where they can undergo their SIWES.
		    • go to www.mylearningspace.com to fill online evaluation from form 001 – 005. (This site should be reached from the student portal)
			90 days	•	• Juxtaposition of the list of the students who participated in the authentic assessment with what is in the university database.
					• Evidence of request for the date of presentation from the Head of Departments.
					• Record of attendance at presentation and list of students that presented.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		• take form 003 which is the acceptance form to their place of placement. b. After accepting them at the place of placement, they pay One thousand naira (₦1,000.00) only on remita to get their logbook. c. The student comes to the SIWES Desk Officer with evidence of registration of SIWES, remita payment of ₦1,000.00 only and acceptance form to get the logbook. d. The logbook is duly signed by the Desk Officer to show the commencement date of the Siwes and when it will end. e. The student Download the "Employers' Evaluation Form 003" to be submitted at the place of SIWES attachment and given to the SIWES Desk Officer under seal on completion of attachment. f. The Student Submits the logbook, technical reports, employers' evaluation form, and ITF Form 8 (ITF funded programmes only) to the Desk Officer. g. The student go to NOUN SIWES portal to fill out application form, print 2 copies, take one to the Place of IT, submit one to the study center			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		h. The Desk Officer gets a prompt on his or her phone from ITF indicating that a particular student has submitted the logbook, he or she confirms the submission by uploading the Employers Evaluation form of the student and filling the dialog boxes accordingly. i. The Study Centre organizes Virtual Oral Presentation for students that have successfully completed the SIWES attachment and submitted the relevant documents before a constituted panel at the SIWES directorate in the headquarters office. 3. Teaching Practice a. The students locate a Primary School or Secondary school where they can undergo their Teaching Practice. b. The students submit their course registration and the address of the school they want to undergo their teaching practice to the Faculty Desk Officer. c. The Centre Director issues a recommendation letter for the student to the Principal or Headmistress of the school			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		he/she want to undergo the teaching practice.			
		d. The Centre Director assigns a supervisor to supervise students at the school where they undergo the teaching practice.			
		e. The supervisor returns the score sheet to the Centre Director.			
		f. The Centre Director gives the score sheet to an assigned officer for upload into the PAS.			
		4. Field Trip			
		a. The student presents him/herself to the Desk Officer with course registration slip.			
		b. The Desk officer checks the authenticity of the document and register the student for the field trip.			
		c. The students receive an introduction letter introducing them from the study centre to locate an industry where they want to undergo the field trip.			
		d. The Faculty Desk Officer accompanies the student's to the location where they want to undergo the field trip.			
		e. The student generates a report from the field trip.			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		f. The Study Centre organizes Virtual Oral Presentation for students that have successfully completed their report and submitted the relevant documents. j. This presentation is done before a properly constituted panel assessed by the faculty. 5. Practical a. The students submit their registration slip to the Faculty Desk Officer for verification. b. The Faculty Desk officer documents the students' and issue them logbook to work on. c. The students fill logbook and submit it to the assessor for marking. d. The assessor collates the student's scores and send it electronically to the HOD's and indicate the Study Centre of each student. e. The assessor submits the physical logbook with scores to the Faculty Desk officer for onward processing. 6. Seminar a. The students present themselves to the faculty desk officer at the study centre with			

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		the originals of the seminar registration slip.			
		b. The faculty desk officer:			
		• receives the seminar registration slip and confirms the authenticity.			
		• receive the seminar topics from the students and forward to the concerned HoD for approval.			
		• receives topic approval from the HoD and communicate to students to commence their seminar.			
		c. The student commences the seminar immediately and return to the faculty desk officer.			
		once the seminar is completed.			
		e. The faculty desk officer submits softcopy of the completed seminar to the HoD while the hardcopy is kept at the study centre.			
		f. The Study Centre organizes Virtual Oral Presentation for students that have successfully completed their seminar and submitted the relevant documents.			
		g. The Faculty Desk Officer request for date for presentation from the HoD.			
		h. The presentation is assessed by the departmental academic staff.			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)

		7. Practicum
		   a. The student locates an Educational Institutions/Health Centres where they can undergo their Practicum.
		   b. The students submit their course registration and the address of the Educational Institutions/Health Centre they want to undergo their practicum to the Faculty Desk Officer.
		   c. The Centre Director issues a recommendation letter for the student to the head of department of the Educational Institutions/Health Centre, he/she want to undergo the practicum.
		   d. The Centre Director assigns a supervisor to assess the students at the Educational Institutions/Health Centre where they undergo the practicum.
		   a. The supervisor returns the score sheet to the centre director for processing on the Project Administration System (PAS).
		
		8. Micro-teaching			

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		a. The student presents him/herself to the Faculty Desk Officer with course registration slip.			
		b. The Faculty Desk officer checks the authenticity of the document and register the student for micro teaching.			
		c. The student creates a lesson note on different teaching skills.			
		d. The Study Centre organizes Virtual Oral Presentation for students that have successfully completed their lesson note and submitted with the relevant documents.			
		e. The Faculty Desk Officer submits the students soft copies of the lesson notes to the HoD and request for date for students virtual presentation.			
13	Guide on Use of Library	1. The student presents him/herself to the librarian at the study centre with the originals of the course registration slip or student's identification card. 2. The librarian: • receives the course registration slip or student's identification card and confirms the authenticity.		•	• Resource materials in both physical and digital library. • Student usage data in NOUN database. • Record of students that visit the library.

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		• records and document the student's details with time and date of visit digitally and manually. 3. The student is given access to the library outlining the rules and regulations to guide the use of library by the librarian. 4. The librarian monitors students using the library to make sure they adhere to the rules and regulations guiding the use of library. 5. The librarian records and document students who wish to borrow library resources and outlining the rules and regulations of borrowing books from the library to the student. 6. The librarian records and document the time student leaves the library digitally and manually. 7. The librarian endeavours to keep accurate record of all library resources and make sure they are intact and properly arranged with labels.			
14	Learner Support	1. Semester and Course Registration	30 days		List of students supported by serial number, name, matric. Number, faculty, programme type of support, and date.

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S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		2. Course Facilitation	56 days		List of students supported by serial number, name, matric. Number, faculty, programme type of support, and date.
		3. Student Counselling	90 days		1. Counselling logbook (physical logbook at study centres or link to digital logbook). 2. Evidence of Counsellor-Student Ratio of 1:50). 3. Evidence of group counselling or e-counselling platform.
		3. Internet Support	90 days		Evidence of access to internet.
		4. Technical	90 days		List of students supported by serial number, name, matric. Number, faculty, programme type of support, and date.
15	ICT Supports	1. Deployment, management and maintenance of ICT infrastructure at the study centre. This includes: • Servers,	90 days		• Memo • Pictures of images.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		• Desktop computers, • Laptops, • Networking devices (routers, switches, modems), • Storage devices (hard drives, solid-state drives), • Internet facilities, • Network equipment and hardware tools, • Peripherals (printers, scanners) and • Other devices as required.			
		2. Provide administrative and technical support to students with regards to portal issues such as e-ticketing, matriculation numbers, students' email addresses issues, support in virtual academic contacts (facilitation, project defence, seminars, practical etc) held at the study centre.	90 days	•	List of students that received support by names, matric numbers, phone number, email address, faculty, department, the issue resolved and date.
		3. Provide technical support for all in-person academic activities at the study centre that requires the use of computer and other digital devices.	90 days		1. memo on the activity 2. pictures or images of the support.
		4. Keep inventory of all IT equipment at the study centre for both examination and general use.	90 days		List of inventory showing level of usage and status.
		5. Examination administration as normal and super users for POP and e-Exams.	60 days		Report
16	Graduation and Collection of	1. Pre-Convocation:	A		1. List of those that physically attended the

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
	Certificate at the Study Centre	• Students submit all receipts of payments to the accountant at the study centre for verification. • Students pay through remita and present the receipt to collect convocation gown at the study centre. • Students pay for alumni at the bank and present the teller to the Alumni Desk Officer at the study centre. • The Centre Director organises pre-convocation briefing for prospective graduands. 2. Students participate in the convocation ceremony virtually at the study centre under the guardians of the centre director or physically at the headquarters. 3. After the convocation ceremony, students collect their certificates at the study centre			convocation at the study centre. 2. List of students that collected their certificates at the study centre. 3. Evidence of graduands on the university database. 4. Record of tellers for alumni payment.
17	Study Centre Administration	1. Coordination of centre activities	90 days		Documentary evidence of work done (PDF or images) or a link to the source for verification.
		2. Secretarial Functions:	90 days		
		3. Record keeping			
		4. Despatch of outgoing and receiving of incoming mails.	90 days		
		5. Study Centre Facility Management	90 days		
		6. Study Centre bursary activities	90 days		
		7. Environmental Cleaning	90 days		

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
		8. Artisans	90 days		
		9. Security	90 days		

18		10. Facilities, Laboratories, and Learning Resources	90 days		• Available laboratories for all concerned programmes
					• Farm/Agric Extension
					   o Provide evidence of service at study centres
					• Practices
					   o Evidence of students' practical teaching and practices. You may provide links to see the exercises, pictures, and list of participants with names, matric numbers, and semester
					   o Rubrics, scoring sheets, and feedback.
					   o Evidence of micro teaching.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each step	Action by	Expected Evidence of Completed Activity (Task)
					o Evidence of Entrepreneurship skills development. • Learning resources o Evidence of digital and physical libraries at the study centres and their usage. • Extinguishers and sand buckets in strategic places at the study centes. • Fire alams • State of physical facilities e.g. halls, staff and students conveniences computers, etc • State of cleanliness in the environment. • List of Laboratory attendants and their qualifications for each programme.
19	Ad Hoc Activities	The nature of activity will determine the steps.	In line with the time frame for the activity		The outcome of the activity