



National Open University of Nigeria

SOP Title	Directorate for Entrepreneurship and General Studies
SOP No:	NQSA/SOP/TEL/010
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate for Entrepreneurship and General Studies
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 Empower Student Entrepreneurs with Entrepreneurship Education, Mentorship, and SDG alignment, contributing to the 2030 Agenda for sustainable development.

Directorate for Entrepreneurship and General Studies Activities

1. Develop Curriculum on the GST Courses using Faculty Members
2. Technical/ Staff Administrative Staff Activities
3. Mentorship
4. Content Development and Delivery
5. Incubation Centre Activities (Education and Mentorship)
6. Commercialization of Incubatees' Products
7. Entrepreneurship Certificate Programme

8. Exhibition
9. Innovative Products Shop
10. Innovative Challenges
11. Consultancy
12. NIRSAL Training

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.	Work with relevant faculties to design and develop GST Courses and work on thematic research areas relating to entrepreneurship education.	<ol style="list-style-type: none"> 1. Content Structure: <ol style="list-style-type: none"> I. Structure GST courses. II. Structure the modules and the module's learning outcomes. III. Structure the units and the unit's outcomes. IV. Compare the structure of the modules and units with the approved benchmark to see if they are aligned. 2. GSTs Course Description State the: 	90 days	Director Deputy Director Course Coordinators	<ol style="list-style-type: none"> 1. Opp and DPP for GST Courses 2. Print copies of course materials. 3. Copies of course materials on NOUN LMS 4. List of researches and their status.

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		<ol style="list-style-type: none"> I. Course learning outcomes. II. Course modules derived from the course learning outcomes. III. Module units from the module learning outcomes. IV. Required assessment method(s) under each unit. V. Required resources under each unit. 			
		<ol style="list-style-type: none"> 3. Guide faculty on how to integrate entrepreneurial skills into programmes and courses. 			
		<ol style="list-style-type: none"> 4. Provide the learning technologies. 			
		<ol style="list-style-type: none"> 5. Coordinate the assessments. 			
		<ol style="list-style-type: none"> 6. Participate in the 			

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2.	Technical/ Administrative Staff Activities	<p>curriculum Development and Course Design for GST courses.</p> <p>7. Coordinate possible research areas that may have been submitted by students or the Directorate.</p> <p>8. Develop research proposals, coordinate students' ideas, and innovation Research.</p> <p>1. Technical Staff:</p> <p>I. Guide the students in handling and using the equipments in the Incubation Centres.</p> <p>II. Provide technical support</p> <p>III. Develop and Maintain DE&GS website.</p> <p>IV. Coordinates</p>	90 days		<p>1. Link to DE&GS web page to check robustness of information, relevance and currency.</p> <p>2. List of technical support provided for students and staff within the period under review.</p>

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		Technical staff at the centres.			
		2. Administrative Staff Secretarial functions include: <ol style="list-style-type: none"> <li data-bbox="539 592 864 703">I. The management of office stationaries. <li data-bbox="539 719 864 871">II. Management of office expenses and retirement of all spending. <li data-bbox="539 887 864 1038">III. Dispatch of outgoing and receiving of incoming mails. <li data-bbox="539 1054 864 1217">IV. Records of DE&GS facilities and equipment management. 	90 days		Records of stationaries received and utilized. Records of all expenses in both hard and soft copies. Evidence of retirement of all expenses to the Bursary. Incoming and outgoing mail record books. Up-to-date records of incoming and outgoing mail books. File record of facilities and equipment
		3. General Administration:	90 days		List of notice of meetings List of minutes meetings

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		I. Preparation and coordination of all meetings in the Directorate.			
		II. Preparation of meeting minutes, decision extract, memos and reports.			List of decision extracts and reports communicated to staff.
		III. Environmental Sanitation.			Report on office environment in the period under review.
3.	Mentorship.	1. Admission of the incubates	90 days		Listed of admitted incubatees and criteria met in the period under review
		2. Preparation and Induction of the incubates	21 days		1. List of inducted incubates with date in the period under review. 2. Photo or video clip evidence or link to the activity.
		3. Goal Setting with the mentees	14 days		3. Programme of event. Document or link to the agreed activities by the

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		4. Educate/ Mentor the Incubatees on the following: <ol style="list-style-type: none"> I. Development of Innovative Idea II. Market Research III. Business Management Process IV. Human Relations V. Marketing Strategy VI. Financial Literacy VII. Costing VIII. Budgeting IX. Sourcing for Fund X. Revenue Budget XI. Expenditure Budget XII. Book-Keeping XIII. Filing for Taxes XIV. Financial Reporting 	90 Days		mentors and mentees. <ol style="list-style-type: none"> 1. List of achievements by the incubates/mentees using the goal plan. 2. A maximum of 2 mins video clip each of incubatees speech with outstanding achievements from the mentorship.

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		XV. Business Communication			
		XVI. Record Keeping			
		XVII. E-Business and Digital Marketing			
		XVIII. Business Sustainability			
		XIX. Statutory Agencies in Business			
		XX. Writing Business Plan/Proposal for sponsorship			
		XXI. Business Registration			
		XXII. Guide the business registration with Corporate Affairs Commission (CAC)			
		XIII. Provide equipment and facilities for			

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		practice.			
XIV.		Active involvement in innovative research			
XV.		Provide expertise guidance.			
XVI.		Idea Simulation			
XVII.		Protect the rights of innovators.			
XVIII.		Start-ups			
XIX.		Collaboration with Industries and Research Institutes for guidance and mentorship			
XX.					
XXI.		Collaborate with governments and non-government agencies such as Raw.			
XXII.		Material Research and Development Council (RMRDC).			

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4.	Content Development and Delivery.	Content Creation: I. Identification of topics II. Formulate objectives of the programme III. Develop lesson planning IV. Facilitation V. Assessment and Evaluation VI. Modification and Enhancement	90 days		List of developed contents and purpose.
5.	Content Development and Delivery.	1. Provide guidance, mentorship, and Follow-up with students during incubation. 2. Identify successful entrepreneurs in the zones who can serve as mentors to NOUN	90 days 90 days		Screenshot/ videos of students' presentation. Links to students works/ presentation List of identified entrepreneurs serving as mentors. State their profession and link to their activities.

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		students.			
		3. Coordinate students' presentation of Business Plans and Development of Enterprise Projects in their respective zones.	90 days		1. list of students that made presentation with dates, idea presented, and score
		4. Monitor and respond to students online on the various online platforms.	90 days		Screenshot of interaction
		5. Anchor the virtual Entrepreneur Forum in the various zones.	90 days		Screenshot of interaction Link to recording of event
		6. Facilitation	90 days		1. List of facilitators 2. report of facilitation of GST courses in the period under review.
		7. Review course	90 days		Report of review in line with

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		materials,			the guiding policy on course review.
		8. Develop test items for both TMAs and Examination questions as requested by DEA	90 days		Memo used in submitting test items to DEA for the period under review.
6.	Commercialization of Incubatees' Products.	<p>The Coordinators at the seven incubation centres provide guidance and support to the incubates in the following areas:</p> <ul style="list-style-type: none"> I. Market Research and Validation II. Intellectual Property Protection III. Prototyping and Testing IV. Regulatory and Compliance Requirements V. Branding and 	90 days		List of products with NAFDAC Approved and Certificate/No. Give description of the product or service, pictorial evidence, the incubatee's name, matric number, programme, phone number and email address.

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7.	Entrepreneurs hip Certificate Programme.	<p>Promotion</p> <p>VI. Business Registration</p> <p>Identification of topics and skills for entrepreneurial development on the following:</p> <p>Modules:</p> <ul style="list-style-type: none"> i. Entrepreneurial Thinking ii. Creativity and Innovation iii. Value Chain and Record-Keeping iv. Business Modelling v. Financial Planning and Management in Business vi. Marketing vii. Monitoring and Evaluation/Project Management 	90 days		<ul style="list-style-type: none"> 1. The approved curriculum for the programme. 2. List of enrolment participants by year.

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		<ul style="list-style-type: none"> viii. ICT in Business Management ix. Business Plan Development x. How to Win a Grant? xi. Business Sustainability xii. Statutory Agencies in Business and Business Registration. 	90 days		1. Participants progress report.
		<p>Assessment and Certification:</p> <ul style="list-style-type: none"> • Any participant that completes the 13 Modules and the activities embedded in them will earn a Certificate of Competency in Entrepreneurship & Vocation. 			

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		<p>Registration: Collection of student info.</p> <p>Program advertisement; online through flyers, handbills, websites, banners, and social platforms.</p>	90 days		<p>1. Link to online advertisements.</p> <p>2. List of applications received.</p> <p>3. Link to view the courses on the LMS used for facilitation.</p> <p>4. list of facilitators with names, designation, phone number and email address.</p>
		<p>a) Online Application through: https://deags.nou.edu.ng/ceags/certificate-courses/</p> <p>b) Step-by-step procedure:</p> <p>I. Click: www.remita.net</p> <p>II. Select Pay FGN and State TSA</p> <p>III. Select Pay FGN – Federal Government of Nigeria</p> <p>IV. Who do you want</p>			

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		to pay? Type the National Open University of Nigeria (Please select NATIONAL OPEN UNIVERSITY - 051702400100 and NOT the one with Africa Centre of Excellence on it)			
		V. Name of Service/Purpose: Select CEMBA CEMPA			
		VI. Email address: provide a functional email address			
		VII. Payment Description: Type: NOUN Entrepreneurship			

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		Education and Training			
VIII.		GIFMIS Code - (If unknown Contact MDA): Ignore the code requirement			
IX.		Provide the other information required and click on submit,			
X.		A Remita Retrieval Receipt (NOT INVOICE) will be issued to you after payment, bearing the RRR number.			
		Programme Delivery:			
		Conduct classes:			
		I. https://deags.nou.edu.ng/ceags/workspace/ .			
		II. Meeting Room 1-3			
		▪ Coworking Space .			

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8.	Exhibition.	<ul style="list-style-type: none"> ▪ <u>Microsoft Word</u> ▪ <u>PowerPoint.</u> ▪ <u>Microsoft Excel.</u> <u>Zoom-Whiteboard</u> Mode of Deployment: <ul style="list-style-type: none"> • In-person • Virtual/Online • Blended/Hybrid Assessment: Administer quizzes: <ul style="list-style-type: none"> • <u>Assignments</u> development/ submission • Business Plan (PowerPoint slides) • Business Canvas • Facilitators Grading Graduation: Physical/ Virtual programme for certificate courses	14 days		<ol style="list-style-type: none"> 1. List of graduands and year 2. Two minutes video clip of 3 pictures from the graduation ceremony.
		Preparation and the	30 days		1. report of the opening

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9.	Innovative Products Shop.	<ul style="list-style-type: none"> • Market Testing: <ul style="list-style-type: none"> ✓ Samples are given out to the public and feedback gathered • Launch on both the DE&GS site and Exhibition Arena/ rooms: <ul style="list-style-type: none"> ✓ Introduce products ✓ https://deags.nou.edu.ng/ceags/innovative-products-hub/ ✓ Incubation Centre Exhibition Arena/ ✓ Commercialization of 			<p>ceremony</p> <p>2. Pictorial view of the exhibition. You may also provide link to view if available.</p> <p>1. List of innovative products or services displayed.</p> <p>2. Report on patronage indicating the number, amount generated, and willingness of the innovators to display their products or services in the shop.</p> <p>3. List of product owners with names, matric numbers, programme, phone numbers, and email.</p>

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10.	Innovative Products Shop.	<p>products E-commerce platforms. Shelves platforms are the Incubation centres.</p> <ul style="list-style-type: none"> • Challenge Design: Define theme and rules. Participant Registration: Collect entries. ✓ NOUN Entrepreneurs hip Challenge Application ✓ Problem/ Products Definition ✓ Business Plan/ Video Submission. 	90 days		

❖4 - 4-minute video

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)
		describing your business idea and how it aligned with the NOUN Entrepreneurship Challenge			
		❖ Upload Video/ Link:			
		❖ Upload Business Plan PowerPoint Slides			
		<ul style="list-style-type: none"> • Judging: Evaluate submissions. ✓ Setting of rubrics for Assessing Creative and Innovative Ideas for NOUN Entrepreneurship 	90 days		<ol style="list-style-type: none"> 1. Call for innovative idea 2. rubric for scoring the innovative ideas 3. list of participants and their ideas. 4. 5 mins video clip of idea pitching of the participants.

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		<ul style="list-style-type: none"> ❖ A well-conceptualized problem that can respond to the challenges of identified Sustainable Development Goals (SDGs) ❖ Description of the product or services ❖ Current stage of idea development ❖ Market Analysis: SWOT Analysis & Strategies ❖ Financial Analysis and sustainability ❖ Compartment • Prizes: Award 			<p>5. The participants grades and award given.</p>

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)
11.	Consultancy.	<p>winners</p> <p>✓ A definite award from the VC</p> <p>Represents the University at Regional/ National Entrepreneurship Challenge.</p> <p>1. Client Engagement: Understand client needs.</p> <p>2. Needs Assessment: Analyse requirements.</p> <p>3. Service Delivery: Implement solutions.</p>	90 days		<p>1. List of project on which you have received a call to consult.</p> <p>2. Outcomes of the projects on which you have rendered consultancy services.</p>
12.	NIRSAL Training.	<p>1. Identify Needs: Assess knowledge gaps.</p> <p>2, Advertisement of Programme Availability</p> <p>✓ Advertise program on DE&GS</p>	90 days		<p>1. List of participants by year and category.</p> <p>2. List of participants that were certificated.</p>

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		<p>platforms for interested applicants - https://deags.nou.edu.ng/ceags/nirsal-training/</p> <p>3, Applicants' Expression of Interest and Payment.</p> <ul style="list-style-type: none"> ✓ Applicants pay Ten Thousand Naira (10,000) via www.remita.net to NOUN <p>4, Payment Verification and Pre-Training Activities</p> <ul style="list-style-type: none"> ✓ Directorate receives and verifies payment ✓ Convey date, time, and mode of training via email and phone ✓ Send out training 			<p>3. Report on current status of training.</p>

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		<ul style="list-style-type: none"> manual via email ✓ Plan and prepare for training sessions <p>5, Training Delivery: Conduct sessions</p> <ul style="list-style-type: none"> ✓ Conduct training in two parts: Agro Business and Non-Agro Business ✓ Cover topics as outlined in the steps ✓ Provide training materials and resources <p>6, Program Development: Create training materials.</p> <ul style="list-style-type: none"> - Agro Business ✓ Mind-set Re-Orientatation & Entrepreneurial 			

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		<ul style="list-style-type: none"> Thinking. ✓ Business Diagnostics/Scope of Intervention. ✓ Business Modelling ✓ Access to market/Business linkages/Cooperative/Customer loyalty. ✓ ICT in Business management. ✓ Mentorship/monitoring and Evaluation ✓ Poultry, Aquaculture, Crop Dealer. ✓ Business Plan. - Non-Agro Business ✓ Mind-set Re-Orientation & Entrepreneurial 			

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		<ul style="list-style-type: none"> Thinking ✓ Business Diagnostics/Scope of Intervention ✓ Business Modelling ✓ Access to market/Business linkages/Cooperative/Customer loyalty ✓ ICT in Business management ✓ Mentorship/monitoring and Evaluation ✓ Creativity and Innovation ✓ Value chain development/principles of Account & 			

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		Record keeping Financial Planning ✓ Financial Management ✓ Business Plan Issue certificate of participation to trainees who attended the training sessions			

Team of Developers

1. Dr. Samuel Awolumate
2. Williams Ayonote
3. Tyokagher Joseph