
**HANDBOOK OF ADMINISTRATIVE
PROCEDURES**

2024



**AHMADU BELLO UNIVERSITY
ZARIA, NIGERIA**

**HANDBOOK OF ADMINISTRATIVE
PROCEDURES**

2024

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ACKNOWLEDGEMENT

For a long time before his emergence as the Vice-Chancellor of Ahmadu Bello University, Professor Kabiru Bala was concerned about the outdated ABU Handbook of Administrative Procedure that had been in use since 1976. Efforts, though unavailing, were made by previous administrations to review the handbook, as evidenced in 2014. His concern led him to undertake the painstaking digitisation of the seldom-seen archaic handbook and to have a review committee chaired by him to be appointed. However, this initiative did not come to fruition due to unforeseen administrative issues until he became Vice-Chancellor between 2020 and 2025.

During his incumbency, he appointed a committee to review the handbook with the following membership:

- | | | |
|------|----------------------|-----------|
| i. | Prof. M.N. Maiturare | Chairman |
| ii. | Mr. I. T. Gyere | Member |
| iii. | Dr. A. D. Kankia | Member |
| iv. | Mal. Abbas Salihu | Secretary |

Special thanks are due to the Vice-Chancellor, Prof. Kabiru Bala, for his foresight and commitment, which led to the development of new policies and the review of existing policy documents, including this Handbook. His dedication was further demonstrated by his prompt response to the committee's request for logistical support and encouragement, which motivated the committee members to begin and complete the assignment. Moreover, despite his demanding schedule, he took the time to review and edit the Handbook, resulting in significant enhancements.

It is imperative to acknowledge Mrs Fatima Abdulkadir Sani, who bore the pains of digitising the archaic handbook. Producing a soft copy of the document prevents it from extinction. Mrs Sani was formerly with the Academic Planning and Monitoring Directorate and is now with the Centre for Research and Historical Documentation, Arewa House, Kaduna.

The tireless efforts of the committee members listed above also deserve recognition and commendation. Their primary duties were so significant that agreeing to serve on this committee and fulfilling the assignment so selflessly and impressively is a true testament to their loyalty to the University. We pay a heartfelt posthumous tribute to Mr Gyere, who retired from service during the course of the assignment and passed away shortly thereafter. May God bless his soul.

The special cyber-skills of Prof. Sahlu Junaidu and Mr. James Boniface who typeset and structured the Handbook must be acknowledged and commended.

Dr A. D. Kankia

Preface

This handbook has been produced with the aim of providing a reference detailing administrative procedures for the running of Ahmadu Bello University. The handbook serves as an operating manual for University staff. The directions and procedures in this handbook apply to all staff in the University as well as staff in its constituent centres and institutes.

The handbook provides two types of information - general background information on the University's procedures in particular areas and detailed procedures which should be carried out with respect to particular activities in those areas.

It is important to point out that procedures may change from time to time. Where such change(s) take place, updates to procedure will be circulated by the Registrar in the form of amendments or review of this handbook. Such amendments will supersede the affected provisions in this handbook and should be printed off and inserted in the appropriate place. In any case, the book should be formally reviewed on a 5-year basis.

Feedback in relation to the procedures outlined in the handbook is encouraged and should be forwarded to the Registrar for consideration by the Management.

We chose members of the review committee carefully, taking into consideration their vast experiences as former principal officers of Federal Universities. The assignment was thus availed of their wisdom, knowledge and insights.

I found editing the Handbook very repaying and enjoyable.

Prof. Kabiru Bala
Vice-chancellor

Chapter 1

PREAMBLE

1.1 Mandates of the University

As provided in its Principal Law, the mandates of Ahmadu Bello University are teaching, research and community service, which are aimed at producing and disseminating high quality knowledge together with other related activities befitting a University of the highest standing. The achievement of these mandates requires an organization that can initiate, formulate and implement suitable and responsive policies, and administer the services necessary to support them.

1.1.1 Vision

Ahmadu Bello University shall be a world class University comparable to any other; engaged in imparting contemporary knowledge, using high quality facilities and multi-disciplinary approaches to men and women of all races as well as generating new ideas and intellectual practices relevant to the needs of its immediate community, Nigeria and the world at large.

1.1.2 Mission

To advance the frontiers of learning and break new grounds through teaching, research and dissemination of knowledge of the highest quality; to establish and foster national and international integration, development and the promotion of African tradition and cultures; to produce high-level human power and enhance capacity building through retraining in order to meet the needs and challenges of the catchment area, Nigeria and the rest of the world.

1.2 The University Laws and Statutes

- a) The main features of the University's organization are laid down in the Laws that establish and regulate Ahmadu Bello University which are Cap 14 Laws of the Federation (1990) and CAP A14 laws of the Federation (2004, as amended),

the Universities (Miscellaneous Provisions) Act 1993 as amended in 2003 and 2012 and the Universities (Miscellaneous Provisions) Act (2010). To these shall be added such recent enactments as the Public Procurement Act (2007), Pensions Reform Act (2004), Pensions Reform Amendment Act (2014), Freedom of Information Act (2010), International Labour Convention, Trade Dispute Act etc.

- b) The provisions of the Laws are enlarged upon in the Statutes, originally made as part of the Law but subsequently considerably amended through procedures provided for in the Law by decisions of the University Senate, the Council and the Chancellor. The Law, Statutes, Regulations and other procedures and regulations together establish the framework within which the University is administered.
- c) The Law and the Statutes establish a number of authorities and offices in the University and allocated presiding responsibilities to the following three of them: the Council, the Senate, and the Vice-Chancellor, each with a defined sphere of responsibilities. Other authorities and offices are subordinate to them with the notable exception of the Visitor and the Chancellor whose powers are limited to special circumstances and functions and who are not involved in the routine management of the University.

1.3 Organs of the University

The two main organs responsible for making University Regulations and policies are Council and Senate.

1.3.1 Council

- a) The Council has an overall responsibility for the policies, finances and operations of the University. It can also deal with any matter not statutorily allotted to another authority. The Senate however has responsibility for academic affairs and the Council does not normally intervene in essentially academic issues except where broad questions of

University policy are involved. Apart from such questions, the Council deals mainly with matters of finance; staff conditions of service, welfare and discipline, investments and properties of the University; buildings and infrastructures; it serves as an appellate body for students that are not contented with the decisions of Senate.

- b) The membership of Council comprises the Pro-Chancellor as Chairman, Vice-Chancellor, Deputy Vice-Chancellors, Registrar as Secretary, the representative of the Alumni Association, with Bursar and the University Librarian in attendance. Other members include four (4) staff representing the Senate and two (2) staff representing Congregation. The external membership of Council includes four (4) representatives of the Federal Government as provided in the Universities (Miscellaneous Provisions) (Amendment) Act (2003) and the Universities (Miscellaneous Provisions) (Amendment) Act (2012).

1.3.2 Senate

- a) The Senate is responsible for all the academic affairs of the University, including the provision of courses and the approval of their syllabi for both Regular and Distance Learning and the admission and progress of students through teaching, learning, examinations and discipline. In carrying out these functions, the Senate may require the concurrence of Council to provide the necessary resources, policies and support. Senate is responsible also for drawing the courses and academic programmes offered by the Faculties, Departments, Directorates, Institutes, Centers and Schools within the University and those affiliated to it.
- b) The Vice-Chancellor is the Chairman of Senate while the Registrar is its Secretary. The membership of Senate includes the Deputy Vice-Chancellors, Deans, Directors, Heads of Academic Departments; Professors and the University Librarian and representatives of the Congregation.

1.4 Officers of the University

1.4.1 The Visitor

The Visitor is the President of the Federal Republic of Nigeria and he may, in addition to the powers conferred upon him by other provisions of the University Law and other relevant national laws, from time to time and in such manner as he thinks fit, direct a Visitation to the University for the purpose of ensuring the effective fulfilment of its objects as set out in its Laws.

In the exercise of all powers conferred upon the Visitor by the Laws, the Visitor shall act in his sole and absolute discretion.

1.4.2 The Chancellor

The Chancellor is the titular Head of the University and shall be appointed by the Visitor. The Chancellor shall hold office for five years from the date of his appointment or until his resignation, whichever be the shorter, and shall be eligible for reappointment.

The Chancellor chairs the Convocation and when present shall preside at the ceremonial and other assemblies of the University except Council, Senate and Congregation. The Chancellor shall in addition to his other functions provided for in the Law, be entitled to call for information in regard to any matter relating to the welfare of the University from the Vice-Chancellor and the Chairman of the Council whose duty it shall be to provide the same.

1.4.3 The Pro-Chancellor

The Pro-Chancellor is the Chairman of the University Governing Council and some of its committees. He is appointed by the Visitor for a one term period of four years from the date of his appointment or until his resignation whichever may be shorter. The appointment is in accordance with the Universities Miscellaneous Provisions Act 1993 as amended in 2003 and 2012

In the absence of the Chancellor, he presides over public functions in the University such as the convocation ceremonies organized by the University for the award of degrees, diplomas and certificates.

1.4.4 The Vice-Chancellor

The Vice-Chancellor is the Chief Executive and administrative head of the University responsible for all aspects of its administration as provided for under CAP 14 Laws of the Federation of Nigeria (1990), CAP A14 Laws of the Federation of Nigeria (2004), the Universities (Miscellaneous Provisions) Act. Statutes, Extant Circulars and relevant Establishment Circulars. He is appointed in accordance with the above cited Laws and shall hold office for a period of five years from the date of his appointment or until his resignation, whichever may be shorter. He is a member of Council and Chairman of Senate, Congregation and Governing Boards of Directorates, Faculties, Institutes, Centers and Schools.

The Vice-Chancellor has specified authority to see to the good order and day-to-day running of the University. All the other officers of the administration are responsible to the Vice-Chancellor and the administration as a whole is also governed by the policy decisions of Council, Senate and by the provisions of the Law and the Statutes, Extant Rules and Regulations.

1.4.5 Deputy Vice-Chancellors

The Deputy Vice-Chancellors are appointed in accordance with the University Laws, Statutes and the Universities (Miscellaneous Provisions) Act. The Deputy Vice-Chancellors shall hold office for a period of two years which is renewable for a final term of two years or until their resignation whichever may be shorter. The Deputy Vice-Chancellors are responsible to and are assigned duties by the Vice-Chancellor for the day-to-day administration of the University and may stand in for him when absent.

1.4.6 Registrar

The Registrar is the Chief Administrative Officer of the University responsible to the Vice- Chancellor for the day-to-day administration and management of the University.

The Registrar is appointed in accordance with CAP 14 Laws of the Federation of Nigeria (1990), CAP A14 Laws of the Federation of Nigeria (2004), the Universities (Miscellaneous Provisions) Act. The Registrar shall hold office for a period of five years from the date of his appointment or until his resignation, whichever be the shorter. He is also the Secretary to the Council, Senate, Congregation and Convocation.

1.4.7 Bursar

The Bursar is the Chief Financial Officer of the University responsible to the Vice-Chancellor for managing all financial matters of the University.

The Bursar is appointed in accordance with CAP 14 Laws of the Federation of Nigeria (1990), CAP A14 Laws of the Federation of Nigeria (2004), the Universities (Miscellaneous Provisions) Act. The Bursar shall hold office for a period of five years from the date of his appointment or until his resignation, whichever be the shorter. He is in-attendance at Council meetings.

1.4.8 University Librarian

The University Librarian is the Chief Librarian of the University responsible to the Vice- Chancellor for managing the University's main and other Libraries attached to the Faculties, Institutes, Centers and Schools. The University Librarian is appointed in accordance with CAP 14 Laws of the Federation of Nigeria (1990), CAP A14 Laws of the Federation of Nigeria (2004), the Universities (Miscellaneous Provisions) Act. The University Librarian shall hold office for a period of five years from the date of his appointment or until his resignation, whichever be the shorter.

1.5 The Faculties and Faculty Boards

The Faculties are established by Statute to provide and coordinate teaching and conduct research in subject areas assigned to them. A Faculty Board is established for each faculty to determine its courses and to conduct and assess examinations subject to the approval of Senate and to make recommendations to Senate on any academic matter. The Dean is the Chairman of the Faculty Board and the Committee of Heads of Department within the Faculty while the Faculty Officer is the Secretary. The Board's membership comprises all teaching staff members in the Faculty and such other members as the Board may recommend and Senate may approve.

The Faculty Board coordinates the teaching and examinations conducted within the Faculty but the initiative or matters affecting a particular Department normally rests with the Department. Before a decision is taken by the Faculty Board proposal may, if so decided by the Faculty Board, be considered by a Faculty Standing Committee or by any other appropriate Faculty Committee.

The Dean is elected biennially by the Faculty Board from amongst the Professors and Heads of Department in the Faculty, and may be re-elected for a final term of two years. He is the Chairman of the Faculty Board and represents the Faculty ex-officio on certain University Committees. He is also responsible for coordinating the day-to-day administration of the Faculty, including the arrangements for students' admission, registration, matriculation and examinations but the Faculty Board may if desirable, appoint officers or committees to deal with particular aspects of the affairs of the Faculty and may prescribe their terms of reference. Administrative staff shall be assigned by the Registrar to a Faculty to assist in the administration of that Faculty.

1.6 Departments

Academic Departments are the main components of Faculties for conducting teaching, research and examinations. They are

constituted by Council on the recommendation of Senate, and in accordance with the relevant Statutes which in turn normally acts on the recommendation of the Academic Planning Committee.

Heads of Department are appointed by the Vice-Chancellor. They are responsible to him for the administration of their Departments and for ensuring that the Departments operate effectively. It is also their responsibility to submit to the appropriate committees through the Dean their recommendations for the annual estimates, appointments, promotions, confirmations or any disciplinary action. They should also submit through the same procedure proposals for building works, minor works, maintenance etc., and perform any other duty of a Head of Department as specified in the relevant Statutes, Regulations, approved policies and procedures. Within the Department they may delegate duties to other members of staff they remain responsible for satisfactory discharge of any responsibility reposed in their offices.

Heads of Departments are expected to consult regularly with the Departmental staff and to hold regular Departmental meetings and send the minutes of such meetings to the Vice-Chancellor and copy the Dean. Departmental meetings should be held at least once a month and their agenda may include the following:

- a) Courses/Conferences, Syllabi, Teaching and Research Programmes;
- b) Recruitment, promotion, confirmation, policies and staff development;
- c) Budget planning and administrative matters;
- d) General matters affecting the Department; and
- e) Any other matter affecting the Department.

Heads of Departments are expected to abide by the decisions of their departmental meetings as far as such decisions are consistent with the overall objectives and goals of the Department but, if their own views and recommendations to a University Committee are opposed to the view of a majority of

the members of the meeting, they should state their differing points of view provided that the decisions of the majority supersede.

Differences in course structures and in other respects between the Faculties also result in differences in the distribution of functions between the Departments on the one hand and the Faculty Boards and Deans on the other hand. Although the Departments are the primary academic units in the University with some degree of autonomy in their academic and internal administration, the Faculties shall coordinate the Departments within the overall policies approved by the Senate.

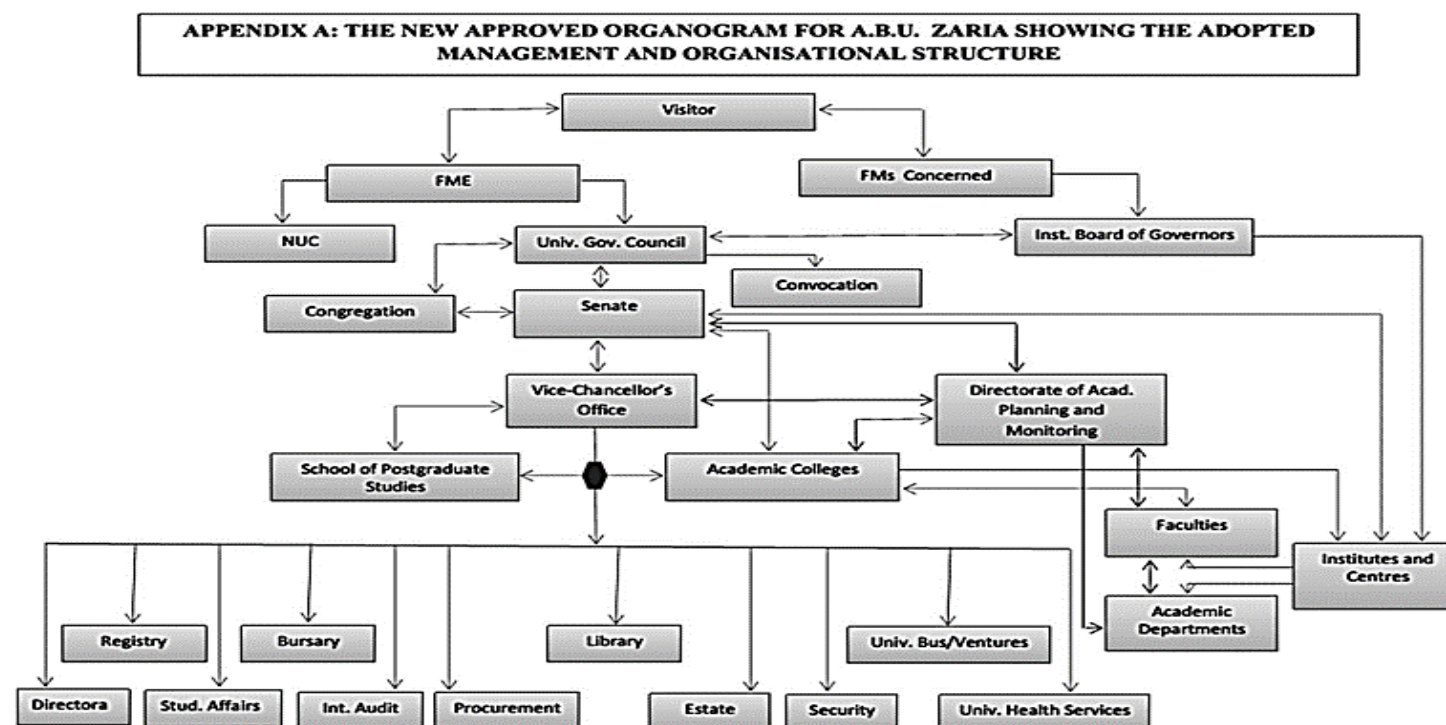
1.7 University Committees

In general the University Committees are established by Statutes (Statutory Committees), Council (Council Committees), Senate (Senate Committees), or by Council/ Senate (Joint Committees); by the Congregation (Congregational Committees), or the Vice-Chancellor called (Administrative Committees). Their functions and powers are defined by the relevant Statutes and on their terms of reference. Sometimes they are investigative advisory in functions, and in other cases have their powers as delegated to them.

1.8 The Institutes, Centres and Schools

The Institutes, Centers and Schools are established by Statutes and their functions may sometimes place them outside the mainstream of the degree teaching part of the University. They also have the mandate to meet the objectives of the Federal, States and Local Governments as the case may be. They have Boards of Governors to make policies subject to the approvals, directives, and ratifications of Council or Senate as the case may be. They also have Professional and Academic Boards to decide on their academic programmes. The Directors of Institutes, Centers and Schools are appointed by the Vice-Chancellor for specified term in accordance with the Law, Statutes and Regulations of the University. They are responsible to the Vice-Chancellor for the administration of their Units.

1.9 Ahmadu Bello University Organogram



1.10 List of A.B.U Vice-Chancellors from inception

The number 8 in the series is a sole-administrator appointed by then head of state, General Sani Abacha after a major conflict.

S/N	Name	Tenure	Profession
1	Professor Norman Alexander	1961–1966	Physics
2	Professor Ishaya Audu	1966–1975	Medicine
3	Professor Iya Abubakar	1975–1978	Mathematics
4	Professor Oladipo Akikugbe	1978–1979	Medicine
5	Professor Ango Abdullahi	1979–1986	Agriculture
6	Professor Adamu N. Muhammad	1986–1991	Veterinary Medicine
7	Professor Daniel Saror	1991–1995	Veterinary Medicine
8	Major-General Mamman Kontagora	1995–1998	Civil Engineer
9	Professor Abdullahi Mahadi	1999–2004	History
10	Professor Shehu Usman Abdullahi	2004–2009	Veterinary Medicine
11	Professor Jarlath Udoudo Umoh	2009–2009	Veterinary Medicine
12	Professor Aliyu Mohammed	2009–2010	English
13	Professor Abdullahi Mustapha	2010–2015	Pharmacy
14	Professor Ibrahim Garba	2015–2020	Geology
15	Professor Kabiru Bala	2020–Date	Construction Management

Chapter 2

GENERAL ADMINISTRATION

2.1 Internal Communications/Correspondences

2.1.1 General Procedure

- i. The Registrar is Secretary to Council, Senate, Congregation and Convocation. All communications/correspondences and inquiries relating to the business of these statutory bodies or their committees should be addressed to the Registrar.
- ii. Concerning communication on staff matters or interpretation of staff regulations, except on financial matters, the question or communication shall be referred to the Registrar, in the first instance and thence on appeal to the Vice-Chancellor.
- iii. In the case of financial matters, the question shall be referred to the Bursar and thence an appeal to the Vice-Chancellor.
- iv. Correspondence from a member of staff on any of the matters stated in i – iii above, or indeed all official matters in the University, shall be routed through his/her Head of Department. The Head of Department will then forward the communication with specific recommendations (positive or negative) to the Registrar/Bursar. The Head of Department shall notify the staff concerned, the action he has taken on the matter.
- v. It is to be noted that only cases of appeal should be addressed to the Vice-Chancellor through the staff members Head of Department as stipulated in paragraph 1.2 below. The exceptions to this provision, however, are cases of voluntary resignation, withdrawal of service and retirement which should be addressed to the Vice-Chancellor through the staff member's Head of Department.

2.1.2 Procedure for Appeals, Petitions, etc.

A member of staff may appeal against a decision of the University Management, University Committee, or on any issues or matters arising from the decision taken in the Registry, Bursary, University Library, UHS, etc, which in his/her opinion had contravened regulations and procedures. Such appeals shall be addressed to the Vice-Chancellor through the Head of Department.

The Head of Department may discuss the matter with the staff member concerned. If the matter cannot be resolved by the Head of Department to the satisfaction of the member of staff concerned, it shall be forwarded to the Vice-Chancellor with full documentation, including the appropriate recommendation of the Head of Department. The Vice-Chancellor may consult the Registrar or Head of the relevant section of the University for comments before he takes appropriate action or refer the matter to the appropriate committee.

When a staff member is dissatisfied with the decision of the Vice-Chancellor on his appeal, he/she shall appeal to the Governing Council for redress.

Appeals to the Governing Council on any issues should be addressed to the Pro-Chancellor and Chairman of Council through the Registrar and Secretary to Council.

2.1.3 Copies of Correspondence

It is not necessary to copy communications addressed to the Registrar, to either the Pro-Chancellor and Chairman of Council or the Vice-Chancellor. This is because where communications are so copied, there is likely to be undue delay and duplication of functions.

It should also be noted that correspondence from the University Administration to staff should be in a simple and direct style, aiming at accuracy, brevity and courtesy. Letters should be unambiguous. It is to be remembered that the person to whom the

letter is addressed may not have had access to the same information, as the writer and, therefore, what is clear to the one may not be clear to the other.

Also, the use of the phrase “I am directed” should not be the case in routine correspondence. It is to be only used in communications where the Vice-Chancellor or Registrar has given specific direction on the issue.

2.2 External Communications/Correspondence

2.2.1 Use of the Name of the University

- i. Official University news should normally be given to the Press by the Registrar or Director, Public Affairs or any other officer duly authorized by the Vice-Chancellor or the Registrar to do so.
- ii. Teaching and research programmes in the University which have been approved by the Senate or other authorized University bodies could be divulged by a Head of the Department. However, matters of university-wide importance shall not be released to the press or divulged by a Head of Department.
- iii. Press releases and statements made on behalf of the University or any of its units on radio, television or any news media shall be made only after due authorization by the Vice-Chancellor.
- iv. Where letters or other documents are written to the Press on University matter by individuals or groups of individuals who are members of staff, and are acting in their private capacity, they shall do so, mindful of the good name of the University and must avoid embarrassing it.
- v. The name of the University or any abbreviation of it shall not be used without authorization by the Council.

2.2.2 Immigration Procedures

- i. The Director of Public Affairs or an officer designated by the Registrar shall obtain official and standard Nigerian passports and visas for Principal Officers of the University only.
- ii. Letters of introduction for the procurement of passports and

visas may be obtained by members of staff upon written application to the Registrar and appropriate approval.

- iii. Letters of acceptance of immigration responsibility for staff shall be signed by the Registrar.
- iv. Letters on immigration matters must be treated within 48 hours.
- v. Letters of requests for visas for non-Nigerian staff and students shall be forwarded to the Registrar.

2.3 Procedure for Senate, Faculty Boards and Committees

The following subsections discuss matters relating to preparation of papers for Senate.

2.3.1 Sources of Senate Papers

- i. Reports from Faculty Boards, Senate Committees or Joint Senate/Council Committees.
- ii. Papers by the Vice-Chancellor, the Registrar (as Secretary).
- iii. Papers from Directorates, Centres and Schools.
- iv. Papers from the Postgraduate College.
- v. Papers from Members of the Senate.

2.3.2 Senate Agenda

The Senate agenda is divided into two parts:

- i. Part A contains items normally needing discussion.
- ii. Part B contains items which do not normally need discussion, being either for information or for final ratification. These are usually noted or approved en bloc, without discussion, unless a member wishes to raise a point on such papers.

2.3.3 Part A: Contents

Part A includes the following:

- i. Vice-Chancellor's report
- ii. Policy proposals by Faculty Board's Committees, Memoranda, Report from Senate Standing Committees, etc.
- iii. Reports, and proposals from the Directorate of Academic

Planning and Monitoring, Postgraduate College, Admissions Committee, Honorary Degree's Committee, Library Committee, Advisory Committee on Students' Discipline, or any other Committee.

- iv. Proposals/Memoranda from Senate Estimates Committee.
- v. Reports from the Senate Standing Committee on final degree and diploma examination results.
- vi. Special cases of admissions and examination results.
- vii. Proposals concerning regulations for courses, examinations and syllabi.
- viii. Appointment of Internal and External Examiners.
- ix. Acceptance of Prizes
- x. Any proposal outside existing legal provisions or university procedures for changes in them.

2.3.4 Part B: Contents

Part B contains items needing Senates' approval, noting, ratification, action, etc., which may include the following:

- i. Ratification of the Vice-Chancellor's nomination for appointment of Deputy Vice- Chancellors.
- ii. Selection/nomination of Senate Members to Council and other University Committees.
- iii. Appointment of Deans.
- iv. Members of Faculty Boards.
- v. Examination results, apart from special cases and final results.
- vi. Award of prizes
- vii. Appointment of Internal and External Examiners.
- viii. Reports from Board of the Postgraduate College.
- ix. Reports by University Board of Research and other Committees dealing with research grants from donor agencies.
- x. Reports from the Committee of Deans and Directors.

2.3.5 Items for Senate's Information

- i. Appointments of Deputy Deans and Sub-Deans.
- ii. Appointment of Faculty Examination Officers and other Faculty Officers.

- iii. Appointments and promotions of Readers and Professors.
- iv. Faculty Board representation on the University Committee.

2.3.6 Variation in Classification

Particular circumstances may make it appropriate to put an item of the kind listed in Part B above into Part A or vice-versa. If it seems to the Registrar that a paper submitted for circulation would be better reclassified, he may contact the Dean or the relevant Committee Chairman before doing so.

2.3.7 Separation of Part A and Part B Papers

- (a) In order to minimize the work of the Senate, Part A items should be submitted in electronic or hard forms separate from Part B items. Thus, after a meeting of the Faculty Board or Committee, there may be two separate communications to the Senate, one for Part A and one for Part B of the agenda.
- (b) In cases where it has been agreed to collate views from all Faculty Boards and to submit Senate, Deans should not include them in the Faculty Board Communication to the Senate, but forward them to the Registry for compilation.

2.3.8 Format of Senate Papers

- (a) Senate papers should be headed as follows (with variation as appropriate) AHMADU BELLO UNIVERSITY,
Communication from Faculty Board of.....Paper
for Senate No. Aor B.....Ref. File No.....
Date.....20.....Faculty Board No.....
Subject.....Previous reference
where necessary.....
- (b) Some of the items in the format above can only be inserted in the Academic Affairs Department of the Registry. Those submitting papers are required to obtain the particulars from the Academic Affairs Department of the Registry before producing the papers.

2.3.9 Number of Copies and Date of Submission

The required number of copies of Senate papers should be submitted in electronic and/or hard form at least a week before the Senate meeting which is normally held on the last Thursday of each month.

2.4 Secretaries to Committees

- (a) The Registrar is Secretary to the Senate and is assisted by the Deputy Registrar of Academic Affairs. Faculty Officers shall serve as secretaries to the Faculty Boards.
- (b) Secretaries to major University Committees are appointed by the Registrar and are usually Registry staff.
- (c) Where an administrative staff of the rank of Principal Assistant Registrar is assigned to serve as secretary to a committee other than the Council and its standing committees and Senate and its standing committees, he/she should double as member/secretary.

2.4.1 Duties of Secretaries

- i. To arrange meetings after due consultation with the Chairman. The Secretary should ensure that the date, time and venue of the meeting are confirmed and booked. He should also ensure that the venue is opened on time, adequate seating is arranged, and appropriate refreshments and logistics are provided.
- ii. In consultation with the Chairman, compile/prepare the agenda and supporting papers and ensure that they are issued in good time to members in electronic and hard form.
- iii. To ensure that an up-to-date list of members is kept and used in issuing papers and minutes in electronic and/or hard form.
- iv. To ensure that any papers which are likely to be needed for reference at the meeting are available, including previous papers, minutes and files, the calendar, prospectus, etc. Spare copies of the last minutes and the papers of the current meeting should also be made available in electronic and hard form.

- v. To attend the meeting and take minutes. Draft minutes should be submitted to the Chairman for vetting and approval in good time and also a draft of any necessary communication to the Vice-Chancellor or the Senate where appropriate.
- vi. When the Chairman has approved the minutes, the Secretary should ensure they are circulated to members before or at the next meeting as the case may be.
- vii. To ensure that follow-up actions are notified to all persons concerned with them.
- viii. To ensure that a complete set of papers for such meeting is filed, including any papers tabled at the meeting.

2.4.2 Stationery and Secretarial Services

It is the responsibility of the Faculty Office to provide stationery and secretarial services in electronic and hard form for the preparation of Faculty Board papers, agendas, minutes, and communication to the Senate.

Deans are to ensure that their offices cooperate with the Faculty Board Secretaries in this regard. The same applies to Directorates, Institutes, Centres and Schools for their Board meetings.

2.4.3 Distribution of Minutes

Faculty Board minutes should be distributed in electronic and/or hard form to:

- (a) All members of the Board, including the Vice-Chancellor.
- (b) The minutes of every University Committee should be circulated to all the Committee members, including those “in Attendance”.

2.4.4 Structure of Minutes

Subject to nuances addressing peculiarities, typical minutes of a meeting should be structured as follows:

- i. Concise heading, depicting the title of the committee, assignment, subject matter etc; the number of the meeting

- if it is a running/standing assignment; and the date, time and venue of the meeting;
- ii. Lists of those present and absent. Also, the list of those who apologised should be indicated;
- iii. The agenda of the previous meeting(s) as corrected and adopted;
- iv. Chairman's opening remarks;
- v. Consideration and adoption of minutes of the previous meeting;
- vi. Matters arising from the previous meeting;
- vii. Business(es) of the day;
- viii. Motion for Adjournment;
- ix. Chairman's closing remarks.

2.5 Postgraduate Scholarships

- i. Postgraduate Scholarships may be awarded by A.B.U. to recognize merit and promote the development of postgraduate studies at the University.
- ii. No full-time staff member of the University and/or part-time student is eligible for a Postgraduate scholarship. With this exception, any person who is either registered or has applied to be registered for full-time studies coming under the A.B.U., Regulations Governing Higher Degree Studies is eligible to apply either before he starts the course or during it.
- iii. Applications for Postgraduate Scholarships may be invited annually through public advertisement prepared by the Dean's Office, Students Affairs Division, and combined with or coinciding as nearly as possible in time with the publication of available Higher Degree courses.

2.5.1 Processing of Postgraduate Scholarship Applications

- i. Postgraduate scholarship applications will be processed by the Dean of Students Affairs under the directive of the Vice-Chancellor or a person to whom he may delegate this function, including the following aspects:
- ii. The amount likely to be available for new awards will be ascertained from the Estimate provision for the coming

session less the probable commitment for existing awards continuing into that session.

- iii. Where an eligible applicant is already on a postgraduate course in ABU, a report and recommendation will be obtained from the Head of Department.
- iv. Where an applicant is still to commence a postgraduate course, the relevant Head of Department will be asked to confirm that he has been or will be provisionally registered, and to comment on his Academic abilities and the strength of his case for a scholarship award.
- v. The applications will be evaluated based on the following:
 - a. Meeting the criteria for eligibility;
 - b. The University's priorities for developing postgraduate studies;
 - c. Academic merit;
 - d. The University's requirements for staff recruitment;
 - e. Individual need;
 - f. Other things being equal, having a reasonably balanced apportionment by disciplines;
 - g. The availability of funds.
- vi. The processed applications may be submitted to the Vice-Chancellor or an officer designated by him before the end of the session. Any awards may be full or partial, as described below, and may be made conditionally or a reserve list may be included, if thought appropriate. A report on the awards made will be circulated to the Committee of Deans and Directors.
- vii. The Dean of the Students Division will be informed of the Committee's decisions and will execute them. Letters will be sent to those to be offered Postgraduate Scholarships, where appropriate setting out any special condition decided by the Committee. The following conditions will apply to all scholarships and must be accepted in writing.
- viii. Scholarships will only be effective during the holder's period of full-time registration (including provisional registration) for the stated Higher Degree, and when he is

pursuing his studies, full-time. It must be taken up by a stated date and it will be withdrawn if these conditions cease to be fulfilled.

2.6 Council Affairs

- i. The business of the Council and its committees must take precedence over all other matters and shall be treated with dispatch.
- ii. All legal matters that require reference to or attention of the University Solicitor or the University Legal Officer should be dispatched or treated within 48 hours.

2.7 Student Affairs

2.7.1 Administration

The University Law empowers the Vice-Chancellor to be in charge of student welfare and discipline as well as all non-academic affairs of students in all sectors of the University.

The Dean of Student Affairs is appointed by, and is responsible to, the Vice-Chancellor for the administration of the Student Affairs Division concerning the following:

- i. Student accommodation
- ii. Student Union Governing Matters
- iii. Sporting and social activities
- iv. Administrative matters relating to scholarships, bursaries, loans, grants,
- v. fees, etc.
- vi. Student discipline matters
- vii. Welfare
- viii. Mobilization of students for the NYSC programme
- ix. Providing career information, guidance and counselling, etc.

2.7.2 Accommodation

There are limited spaces in the University. Admission to a course of study in the University shall not carry with it automatic eligibility for admission to a Hall of Residence.

The following guidelines therefore apply concerning the provision of student accommodations:

- i. Available bed spaces are reserved, presently, for 100, 200, 400 and 500-level students for some courses and final-year students. This arrangement is however subject to review from time to time.
- ii. Student bed spaces are also reserved for a limited number of postgraduate students.
- iii. Non-Nigerian students are entitled to student accommodation at rates to be determined by the University from time to time.
- iv. Fully registered students can log on to the online registration portal in the accommodation office and reserve bed space in the appropriate hostel for his/her course of study.
- v. The reservation lasts within 72 hours within which the student must pay the approved accommodation fee in a designated bank.
- vi. The payment shall generate a transaction ID, which will be used to log on to the portal for the second time.
- vii. The accommodation payment transaction ID is to be used to complete the process of securing a bed space.
- viii. Any allocated room is valid for one session (two semesters only i.e., first and second semester).
- ix. Students not allocated bed space or not entitled to accommodation will be assigned halls of residence with which they identify throughout their course of study. Students are therefore expected to know which hall they have been allocated to right from the date of registration.
- x. On no account should a student go away with a key to a room at the end of a session as this will attract punitive measures from the University.
- xi. Each student must occupy the room allocated to him/her unless a change is legally approved by the Dean of Student Affairs.
- xii. Students who are unsuccessful in obtaining accommodation in a University Hall of residence shall make their own arrangements for lodging.

- xiii. Students are prohibited from cooking in halls of residence except in kitchenettes where available.
- xiv. It is a serious offence for any student in the hostel to sublet his/her room, harbour squatters or acquire accommodation on behalf of another student.

2.7.3 Student Clubs and Societies

2.7.3.1 Condition/Procedures for Registration

The University shall, at the commencement of each academic session recognize only student clubs and societies that fulfill the following conditions:

- i. Membership of any student club or society shall be open to all students without prejudice to sex, race, or state of origin.
- ii. Each club or society shall, at the beginning of each session, produce and present its constitution, including its objectives and the names of its executives.
- iii. Clubs and societies must nominate two senior members of staff of the University as Grand Patron and Patron who will serve as advisers and required to individually indicate in writing, acceptance and willingness to serve.
- iv. Clubs and societies must submit a copy of annually audited financial report provided by the club itself for the previous session, if seeking renewal of registration.
- v. Produce an audited account of their transaction at the end of the session.
- vi. Clubs and societies must register or renew their application for recognition within 1 month of the commencement of the session.

2.7.3.2 Issues to Note

- i. It is to be noted that application for recognition of clubs and societies shall be made through the Grand Patron to the Dean of Students who is the approving authority on behalf of the Vice-Chancellor. Only bona-fide students are eligible to register as members of stable clubs and societies.
- ii. The executive of each club or society seeking registration for the first time shall be invited for screening and interview

- by the Dean, Student Affairs before registration.
- iii. Registration of student club and societies shall not attract any form of fee payment.
 - iv. The Vice-Chancellor shall at his discretion suspend, dissolve or proscribe any student club or society whose activities are not consistent or violate the aims and objectives of the University.
 - v. For activities or conventions of clubs and societies involving invitations to guest speakers and or participants from outside the University, the Dean of Student Affairs shall be informed, three weeks before the commencement for final clearance.
 - vi. In the event of any function that will involve the President, a Governor, a Civil Commissioner, a Head of Departmental Corp or another prominent personality from outside the University, approval of the Vice-Chancellor must be obtained through the Dean, Student Affairs at least four weeks before the scheduled date of arrival of the guest.
 - vii. A sponsor of activities that will of necessity bring guests to the University shall be responsible for the accommodation and other expenses of such guests. However, where in the opinion of the University authorities such guests shall be hosted by the University, necessary arrangements shall be made in that regard.

2.7.4 Use of University Facilities

- i. The University will allow only approved student societies/clubs to make use of university premises for fee-paying events. Such societies must apply to the Dean, of Student Affairs for approval with fees to be charged.
- ii. Approved student societies permitted to use premises for fee-paying events, shall be charged for the use of university facilities.

2.8 Procedure For Handing Over

It is mandatory to prepare hand-over notes for the successor to whom a staff member is handing over an office or a schedule. Handing-over notes should be made by all staff with any

administrative functions when handing over their appointment to a successor. They should be sufficiently detailed to enable the successor to be conversant with the routine operations of the office as well as with any developments, whether in progress, approved but not started, or being planned.

2.8.1 Deans of Faculties

Where a Dean is relinquishing his post, he shall prepare a Handing over note for his successor and if there is no immediate successor, to the Vice-Chancellor. The notes shall highlight functions accomplished as well as pending actions.

2.8.2 Heads of Departments

Where the Head of a Department is relinquishing his post, he shall prepare a handing-over note for his successor and if there is no immediate successor, to the Dean of the Faculty with a copy to the Vice-Chancellor. The notes shall highlight functions accomplished and those that are pending and also indicate items of research equipment and other University property in the Department.

2.8.3 Other members of the Academic Staff

- i. If a member of the teaching staff or a research fellow resigns from his appointment, he shall submit to the Head of his Department a handing-over note which shall indicate how much of the teaching assignment has been accomplished as well as a progress report on ongoing research projects.
- ii. The notes shall also indicate items of research equipment as well as books and journals on which research funds have been expended. The research equipment, books and journals shall be handed over to the Head of the Department.

2.8.4 Administrative Staff

- i. Where an Administrative Staff heading a unit or an office is relinquishing his post, or a head of a unit resigns his appointment, he shall prepare a handing over note for his

immediate successor with a copy to the Registrar. The notes shall indicate the functions accomplished and those that are pending. He shall also hand over to his successor all items of office equipment under his care

- ii. When a Director, Dean or Head of Department is involved, he must ensure that the Departmental Strategic Plan is handed over to his successor for continuity.
- iii. Not less than three copies of the handing over notes should be made and distributed as follows:
 - a. One copy is to be kept in the appropriate file.
 - b. One copy for the taking-over staff.
 - c. One copy to the Head of Department or the person to whom the staff handing over is responsible.
 - d. Institute Secretaries, Finance Officers, Resident Internal Auditors and Finance Officers should also send copies of their handing over notes to the Registrar, Bursar, and Chief Internal Auditor as the case may be.
- iv. It is important that the copies under (ii) and (iii) above should be delivered in ample time to enable a discussion to take place between those concerned.
- v. All University or departmental equipment, records books and other items must be returned and/or transferred to appropriate persons in the University. Keys of doors, filing cabinets, desk drawers etc. must also be handed over to a successor and returned to the department concerned.
- vi. Heads of Departments should see that a register of keys is kept, keys are signed for in the register, and also that duplicate keys are kept securely in a place not generally accessible.

2.8.5 The Handing-over Note

It is mandatory to prepare handing-over notes for the successor to whom a staff member is handing over an office or a schedule. The note should:

- i. aim at minimising transition shocks by serving as a compass for piloting the affairs of the office/schedule and for continuity;

- ii. be detailed enough to make the successor conversant with the:
 - a. schedules and mandates of the office/schedule being taken over;
 - b. description of where the journey started, where it has arrived and where it aims to reach. This should clearly spell out the details of developments accomplished, in progress and being planned;
 - c. routine operations of the office he/she is taking over;
 - d. challenges facing the operations;
 - e. picture of the human and material resources available for the operations of the office/schedule (including the inventory of records, equipment and facilities as well as the schedule of duty of each staff member in the department/unit);
- iii. Handing over notes must be thoroughly discussed, duly agreed and mutually signed by the handing and taking over staff members. Where this is not possible, such should be carried out between the outgoing officer and the immediate superior officer who directly supervises the office/schedule.
- iv. Where the handing over took place not with the designated successor, the officer who took over on his behalf should hand over to the designated successor as soon as possible and endeavour to see that he/she did not miss any important detail.
- v. Keys (of vehicles and office doors being handed over to the successor) must be personally handed/taken over between the two officers. Where this is not possible, such items should be transferred to the higher officer to whom the officer handing over is directly responsible.
- vi. At least four copies of the handing over note should be made and a copy each should be distributed as follows:
 - a. the appropriate file where such documents are normally kept;
 - b. the staff taking over;
 - c. the staff handing over;

- d. Head of the department or the officer to whom the staff handing over is responsible.

vii. The notes, in triplicate, should end as follows:

Handed over by:

Taken over by:

.....

.....

(Name to be typed in)

(Name to be typed in)

(Designation of post)

(Designation of post)

Date Date.....

viii. The original and the two copies of the Notes should be signed by both the Officer Handing Over and the Officer Taking Over. The original should be filed and a copy retained by each officer. The filed original should then be passed to the Supervisor and/or a superior officer who should know that the duties of that post have been properly taken over.

2.9 Transfer of Service

- (a) Transfer of service is the permanent release of permanent and pensionable senior staff from one scheduled service to another. Transfer of service is for record and continuity purposes only.
- (b) All applications for transfer of service should be addressed to the Registrar through the Head of Department who shall make definite recommendations to enable the Registrar to advise the Vice-Chancellor appropriately for approval.
- (c) All transfer applications shall be supported by evidence of the following:
- confirmation of appointment.
 - the Head of Department's favourable recommendation.
 - A formal letter from the new employer, requesting the transfer.
 - submission of clearance from the Bursary and Library that the staff member is not indebted to the University.

- (d) Transfer of service, once approved can only be reversed in the corporate interest of the university. The Vice-Chancellor shall approve whether the reversal is in the corporate interest.

2.10 Overseas Medical Treatment

The University accepts no liability for medical or dental expenses incurred outside Nigeria, but the Vice-Chancellor on the recommendation of a Medical Board, may authorize the reference of cases for treatment outside Nigeria provided:

- i. appropriate medical treatment is not available in Nigeria.
- ii. the ailment requires specialist attention that is not available in Nigeria.
- iii. the illness occurs while abroad on an approved University business such as attendance at conferences, study leave, study fellowship, sabbatical leave, etc.
- iv. When a staff member is certified as eligible for overseas medical treatment, the University may pay part or all of the medical bills. This however is the discretion of the Vice-Chancellor and subject to availability of funds.

2.10.1 Procedure

- i. Medical Report submitted by the Consultant or specialist with appropriate recommendation and estimated cost of treatment from the consultant/specialist/hospital abroad indicating also, willingness to manage the patient.
- ii. All recommendations shall be forwarded to the Vice-Chancellor through the Director, UHS who shall make definite recommendations.
- iii. The Vice-Chancellor may constitute a Medical Board to examine the case and submit appropriate recommendations. The Vice-Chancellor may on the strength of the medical report and the recommendation of the Director UHS approve the request for medical treatment overseas.

Chapter 3

PERSONNEL AFFAIRS

3.1 Staff Discipline

3.1.1 Authority to Discipline

The Council has the responsibility for the discipline of all members of staff of the University.

3.1.2 Procedure for Discipline of Staff

- (a) As soon as a Dean/Director/Head of Department/Unit becomes dissatisfied with the conduct/behaviour of any officer, it shall be his duty to inform the officer in writing, giving details of the unsatisfactory behaviour and call upon the member of staff to submit within 48 hours, such written representation as he (member of staff) may wish to make to exculpate himself from disciplinary action.
- (b) Where the Dean/Director/Head of Department/Unit is not satisfied with the written representation of the staff member, he shall refer the matter to the Vice-Chancellor.
- (c) The Vice-Chancellor, upon receipt of the report, and adjudging that the misconduct alleged against the staff is such as would, if proved, justify positive measures as provided in the regulations governing senior staff conditions of service, shall initiate disciplinary proceedings against the senior staff member. He shall direct the Registrar to commence disciplinary proceedings in accordance with the provisions of the University Laws and Regulations.
- (d) The Registrar or his representative shall write to the staff, a query letter containing facts of which the allegation against him/her is based and request him/her to explain in writing within 48 hours, any grounds upon which he/she relies to exculpate or free him/herself from the blame.
- (e) The Registrar shall, immediately after the expiration of the 48-hour specified period or on receipt of the representation, forward to the Vice-Chancellor with his comments or recommendation on the staff member's response or lack of response.

- (f) Where the Vice-Chancellor considers that a case of misconduct/gross misconduct has been made against the member of staff, he shall refer the matter to the Senior Staff Disciplinary Committee.
- (g) The Senior Staff Disciplinary Committee shall inform the staff in writing that on a specified day, the charge(s) against him/her will be investigated by it and that he will be allowed/required to appear before it to defend himself/herself as part of the fair hearing.
- (h) The Senior Staff Disciplinary Committee shall forward its findings and recommendations to the Governing Council.
- (i) The Council shall, after due consideration of the report and recommendation:
 - i. endorse the report in toto, or
 - ii. request the Disciplinary Committee to deepen the investigation, or
 - iii. accept and reject part(s) of the report on account of fresh evidence, observations or errors of judgment.

3.1.3 Right of Petition/Appeal

An employee who is dissatisfied with a disciplinary action taken against him/her shall have a right of petition to the University Council, through the Registrar. The right of petition does not carry with it, a right of personal appearance before the Council. The decision of the Council on such a petition/appeal shall be final.

Chapter 4

LEAVES

Leaves are permissions duly applied and granted for staff to be absent from duty for a specified period. Some leaves are with pay some not.

4.1 Typology of Leave

- i. Annual Leave
- ii. Maternity Leave
- iii. Sick Leave
- iv. Prorated Leave
- v. Terminal Leave
- vi. Leave for Trade Union Activities
- vii. Casual Leave
- viii. Leave of Absence

4.1.1 Annual Leave

- i. All senior and junior staff members are entitled to annual leave.
- ii. The duration of the annual leave shall be 30 calendar days for senior staff and 21 calendar days for junior staff, subject to policy review by the Federal Government of Nigeria.
- iii. Only staff who served or are likely to serve for the whole leave year (less the earned leave days) are entitled to annual leave. Those who served or are likely to serve for less should apply for proportionate leave.
- iv. At the commencement of each leave year, the Registrar shall request Heads of Departments to draw up and submit to him/her for record and reference purposes, an annual leave roster for all staff in the Department.
- v. Application for annual leave should be routed through Heads of Department to the Registrar for approval.
- vi. staff who desire to spend their annual leave outside Nigeria shall obtain the Vice- Chancellor's approval.
- vii. Heads of Department/Deans/Directors proceeding on

annual leave shall obtain the Vice-Chancellor's approval for the leave, indicating who will take charge of the affairs of the Department in his or her absence.

- viii. Annual leave shall be taken within the leave year or be forfeited unless properly deferred in accordance with the extant rules.
- ix. Annual leave can be taken in two instalments depending on the convenience of the University and the staff member.
- x. All casual leaves granted to a staff member should be charged against or recovered from his/her outstanding annual leave.
- xi. Annual leave shall be forfeited by a staff who has been prolongedly absent from the university on account of pilgrimage, sickness, training, maternity, secondment, sabbatical or any other personal engagements, notwithstanding the approval for such absence.
- xii. An earned but unenjoyed annual leave shall be forfeited once a staff member proceeds on study fellowship, leave of absence, sabbatical or secondment leave that last up to one year.
- xiii. Annual leave of the current year shall have, at least, a 6-month interval from the previous annual leave.

4.1.2 Maternity Leave

- i. A female member of staff who is due for maternity leave shall apply, accompanied by a Medical Certificate issued by the Director UHS or any other approved Medical Officer (counter-signed by the Director UHS) to the Registrar.
- ii. The Registrar shall approve if the required attachment is in order.
- iii. a staff who enjoyed maternity Leave has forfeited her annual leave for that year.
- iv. Maternity leave shall be with full pay. However, where annual leave is taken already, part of the maternity leave equivalent to the annual leave shall be without pay.
- v. Maternity leave shall commence not less than 4 weeks from the expected date of delivery and the medical report

showing the expected date of delivery must be submitted along with the application for the leave not less than 2 months before the expected date of delivery.

- vi. A nursing female officer shall be granted 2 hours off-duty every day after the maternity leave up to a maximum period of 6 months from the date she resumes duty from maternity.

4.1.3 Sick Leave

- i. This is the absence of a staff member from duty on account of ill health as confirmed by the Director of University Health Services, his representative a duly certified medical practitioner and approved by the Registrar.
- ii. A staff member prevented by illness from carrying out his duties should promptly seek medical attention and formally inform his/her head of department.
- iii. Where such illness exceeds one month, the case must be reported to the Registrar.
- iv. The Registrar, upon receipt of the information, should arrange for the indisposed staff member to be examined by a doctor chosen by the university.
- v. The doctor shall submit a confidential report of the illness to the Registrar stressing the prospect of recovery. The Registrar shall advise the Vice-Chancellor on the confidential report.
- vi. The Vice-Chancellor may, on the basis of the advice, grant a prolonged sick leave on full pay of up to 6 months from the date the staff member became incapable of discharging duties. This 6-month sick leave shall be granted only once in any period of 2 years.
- vii. If a staff member is unable to resume duty at the exhaustion of the 6 months, a report of the Medical Board shall be obtained and presented to the Council with appropriate prayer to determine whether the employment of the staff member may continue and on what remuneration conditions.
- viii. The University Council may terminate the appointment of staff members at any time, with 3 months' notice, if he is

unable to work due to apparent illness but he refuses to undertake a medical examination or undergo appropriate treatment.

- ix. If a staff member is absent from duty for a period exceeding one month due to illness or injury, and it is medically certified that for part or all of the time he/she was in a state of convalescence, or with a minor injury not seriously impairing his/her well-being, then this time may set against any other leave due to him/her.
- x. Sick leave shall be inclusive of Saturdays, Sundays and public holidays.

4.1.4 Proportionate (Prorated) Leave

This is a vocation granted to newly employed staff members who served for less than the annual leave earning period based on the following guidelines:

- i. Staff members entitled to proportionate leave should apply through their head of department to the Registrar stating what entitles him/her to the leave.
- ii. A staff member joining the University during the leave year will not be granted an annual leave but a proportionate one.
- iii. Staff members who attended a course of training that lasted for six months in a particular leave year shall be entitled to a proportionate leave for the period they served in the leave year.
- iv. A staff who assumed duty and served for a month or less in a particular leave year will not be entitled to proportionate leave.
- v. The proportionate leave entitlements of staff, depending on the number of months they served are shown in Table 4.1.

**TABLE 4.1: PROPORTIONATE LEAVE EARNINGS
BASED ON MONTHS SERVED**

Leave Earning Months	CONTISS/CONHESS 01 –05 (21 Calendar Days)	CONUASS/CONMESS 01 – 07; CONTISS/CONHESS 06 – 15 (30 Calendar Days)
2 Months	1	3
3 Months	3	7
4 Months	5	9
5 Months	7	13
6 Months	9	15
7 Months	11	19
8 Months	13	21
9 Months	15	24
10 Months	17	26
11 Months	19	28
12 Months	21	30

4.1.5 Terminal Leave

- i. This leave is granted to staff members who are retiring at the end of his/her service period of 65 or 70 years as the case may be, or the expiration of his/her final contract.
- ii. Retiring staff members shall be granted three months to coincide with the last three months of their service.
- iii. Application for terminal leave shall be submitted, at least, one month before due, and after the Vice-Chancellor accepts the staff member's retirement.
- iv. Contract terminal leave shall be calculated at the rate of 3 days for each month from the beginning of the last contract appointment.

4.1.6 Leave for Trade Union Activities

- i. Trade union executive members may be granted a short leave from time to time for them to attend trade union activities like meetings and training.
- ii. The short leaves shall not impinge on their earned leaves provided they do not exceed forty-five days in a leave year.

Where they exceed, however, the excess days shall be deducted from their subsisting earned annual leave.

4.1.7 Casual Leave

- i. Casual leave is granted to staff members to attend to some personal exigencies and any other occasion that may distract them from concentrated service delivery.
- ii. The leave is usually of short duration from one to seven calendar days.
- iii. Application for 1 to 3 days may be granted by the head of the department, 4 to 5 days by the Dean and six to seven days by the Registrar.
- iv. The Registrar shall be informed of all casual leaves approved by the heads of departments and deans for recovery from the annual leave.
- v. The Registrar is to ensure that all days granted as casual leave are recovered through a deduction from subsisting annual leave.
- vi. Casual leave shall be inclusive of Saturdays, Sundays and public holidays.

4.1.8 Leave of Absence

- i. Leave of absence means permission for a member of staff to be absent from the University for a specific period without pay or other benefits enjoyable by staff. A member of staff may, on request, be given time off from his duties and the University, without pay, for the following reason
 - a. To enable him to take up a special government/political appointment such as Minister, Commissioner, Director, etc.
 - b. To take up a full-time study for which he/she does not qualify for a University Study Fellowship or for such studies that are not directly relevant to his/her cadre.
 - c. It may be for any other purpose adjudged as in public interest and approved as such by the Vice-Chancellor.

- ii. All applications for Leave of Absence should be addressed to the Vice-Chancellor or Registrar, through the staff member's Head of Department. The Head of Department shall make definite recommendations, taking into cognizance the Department's staff strength and the staff member's dispensability.
- iii. The conditions for Leave of Absence are:
 - a. Staff members shall not be entitled to promotions, salary allowances or annual increments during the period. In most cases, staff on Leave of absence will find that their colleagues or even those formerly below them have surpassed them when they resumed.
 - b. They will also have to vacate University quarters if they are occupying any.
 - c. If they owe any debt to the University, they should continue to repay in monthly instalments or by the terms agreed upon.
- iv. The period of leave of absence should not be more than two years in the first instance but can be extended for a further period of two years, after which no further extension except as may be adjudged in the public interest by the Vice-Chancellor.
- v. Before commencing leave of absence, staff should undertake to serve for an equal period without a break by signing a bond to that effect.

Chapter 5

STAFF TRAINING AND TRAINING LEAVES

5.1 Introduction:

Training is the process of acquiring the requisite knowledge, skills and competencies necessary to perform a given task or discharge a responsibility toward achieving personal or corporate goals and objectives.

Training and staff development are under the mandates of the University Senate and are being managed on its behalf by the Committee of Deans and Directors and the University Management.

The decision to train a staff must be borne out of the balance between the university's corporate interest and the staff member's personal interest, as provided in the university's training policy.

5.2 Grounds for Approving Study Leaves:

Approval to train a staff member shall be premised on the following:

- i. Confirmation of the staff member's appointment;
- ii. The staff member's cadre requirement, and the confirmation that the course, as far as is known, is the most suitably available;
- iii. Within the department's staff development programmes, the course will train the staff member to meet a specific unfulfilled need;
- iv. The staff can be spared, without the department asking for a replacement.
- v. Evidence of admission.
- vi. Unequivocal recommendation of the head of the department or an appropriate supervisor as to the staff member's trainability, availability of his/her replacement with any extant staff member and the ability of the department to cope in his/her absence;

- vii. The head of the department or supervisor shall, all things being equal, recommend only in line with the provisions made in the departmental staff training plans for the year;
- viii. Freedom from any constraining bond or study waiting period;
- ix. Freedom from undefended disciplinary charges;
- x. A reasonable number of post-training years to serve before retirement or leaving the service.

5.3 Typology of Study Leave:

Depending on the propriety and merit of each case, training shall be considered and approved under three typologies of training leave viz:

- i. **Permission:** Permission is the leave granted to a staff member to undertake a full or part-time course of study within the university or a part-time study in another educational institution within the host community;
- ii. **Study fellowship:** Study Fellowship is the leave granted to staff members who, except graduate assistants, have spent at least two years in the service of Ahmadu Bello University since their first appointment or return from earlier study leave, to undertake an approved course of study within or outside Nigeria. A study fellowship is granted to a staff who has secured a scholarship or waiver of tuition fees for the study.
- iii. **Study Leave (with Pay):** Sometimes called in-service, study leave with pay is granted to staff members to enable them to undertake a course of study in another university or tertiary institution to acquire additional qualifications for their career progression.
- iv. **Study Leave without Pay:** This leave is granted to staff members who wish to undertake a course of study that is not directly pertinent to the services they are hired to render on a self-sponsorship basis or the basis of a scholarship secured from a third party.
- v. **Secondment:** This leave is granted to staff members to take up jobs to acquire on-the- job training, research, job experience or exposure in another gazetted or scheduled

- public organization that renders similar activities as the university for a specific period, usually two years. The relevant secondment institutions include sister universities, research institutes and other tertiary institutions of learning.
- vi. **Sabbatical Leave:** Sabbatical leave is granted to staff members who have rendered at least a six-year waiting period since assumption of duty or the last sabbatical leave, to be spent in another scheduled public organization for one year.

5.4 Permission

- i. A member of staff interested in being permitted to go for a course of study should, in consultation with his/her head of department or supervisor, identify a relevant course and apply to the Management through the head of department or supervisor for permission to fill a course application form;
- ii. The recommendation of the head of the department or a supervisor should be predicated on the staff strength of the department/unit, the availability of another staff member to take over the schedule of duty of the applicant, and the applicant's trainability and attitude to work.
- iii. Upon securing Management's approval to fill out the course application form and eventually securing admission, the staff member shall apply again through the same channels for Management's approval to register and commence the course;
- iv. The application should indicate the extent to which the candidate satisfies the approval criteria in section 7.2 above;
- v. The obligations of a staff member permitted to undertake a course of study include:
 - a. While on the study, he/she shall continue to render services within the room allowed by the exigencies of the study;
 - b. Will resume his duty at Ahmadu Bello University fully and promptly upon completion of the programme and awaiting the approval of his/her certificate or at the expiration of the permission period;

- c. Will accept and sign a bond to serve unbrokenly for the equivalent of the period of the study with effect from the date he/she resumed duty;
 - d. Will submit an annual study progress report until the completion of the course;
 - e. Will submit a copy of the certificate and two (2) copies of the approved dissertation/thesis of the programme he/she pursued;
- vi. Upon return from study permission (which involved the partial discharge of his/her duties, or an absence adjudged to be not more than one-third of the duration of the permission), staff will be eligible for promotions provided all other promotion requirements are met.

5.5 Study Fellowship:

- i. Study Fellowships are intended for staff development and will be awarded to teaching and non-teaching staff, for postgraduate training leading to a higher degree or for practical training as an integral part of the University Study Training Scheme.
- ii. Study Fellowship will be awarded on such terms and conditions as may be determined by the Committee of Deans and Directors or by the Vice-Chancellor acting on its behalf.
- iii. A staff member interested in study fellowship leave should secure a supplementary scholarship from a credible donor or a waiver of registration fees from the fellowship institution;
- iv. The staff member should then apply for a study fellowship through his head of department or work supervisor, who will make an appropriate recommendation (a study fellowship application form is attached as Appendix A);
- v. The recommendation of the head of the department or a supervisor should be predicated on the staff strength of the department/unit, the availability of another staff member to take over the schedule of duty of the applicant, and the applicant's trainability and attitude to work;

- vi. The application should indicate the extent to which the candidate satisfies the approval criteria in section 7.2 above;
- vii. A standard application form for Study Fellowship is to be submitted by the staff through his Head of Department, Dean or Director and the Registrar to the Vice- Chancellor or any person or body so designated by the Vice-Chancellor to perform the function;
- viii. The letter of award of the Study Fellowship and its terms will be signed by the Registrar or his representative, with copies to the Vice-Chancellor, Bursar, Chief Internal Auditor, the Head of Department and the Dean or Director;
- ix. The study fellowship obligation of the University shall be the regular salary payments and inclusion of the staff member in departmental/university plans and budgets except where the Vice-Chancellor feels additional commitments are in the public interest;
- x. The obligations of a staff member under study fellowship include:
 - a. Will resume his duty at Ahmadu Bello University fully and promptly upon completion of the programme and awaiting approval of his/her certificate or at the expiration of the study fellowship;
 - b. Will accept and sign a bond to serve unbrokenly for twice the period of the study with effect from the date he/she resumed duty;
 - c. Will submit to the Registrar an annual study progress report until the completion of the course;
 - d. Will submit to the Registrar a copy of the certificate and two (2) copies of the approved dissertation/thesis of the programme he/she pursued;
 - e. A study fellow who, without clear force majeure, failed to complete the study shall be liable for refunding the University all the expenses incurred directly by it or through it and the University may review his appointment;
 - f. A study fellow bound for a foreign institution will nominate a willing guarantor who shall willingly accept

- to bear the responsibility of indemnifying the University in the event that the study fellow fails to return to serve his bond obligations;
- g. Within the first few weeks of arriving at a foreign university, a study fellow will inform the Registrar of Ahmadu Bello University of his/her new institutional e-mail address and phone number, as well as the e-mail address of his supervisor/convenor;
 - h. A study fellow should frequently keep in touch with his head of department/supervisor at Ahmadu Bello University to keep the head/supervisor posted on his/her progress;
 - i. A study fellow shall not take up any other employment except training-related jobs offered by the host university or recommended by it. Where this happens, the study fellow shall promptly inform his head/supervisor at Ahmadu Bello University.
 - j. An international study fellow must resume duty within the first week of the expiration of his/her fellowship or apply for an extension as the case may be.
- xi. The staff, upon resumption of duty, should inform the Registrar through his/her Head of Department about the exact date he/she resumed. The Head should confirm the date of resumption or state the date the staff reported to him/her to resume duty.
 - xii. The Head of the Department has a responsibility to inform the Registrar in writing if a staff defaults from resuming on the day his/her study fellowship expires. Such information should be accompanied with appropriate recommendations.
 - xiii. Upon a reasonable suspicion that a study fellow has no intention of resuming duty in the university, the Registrar should formally contact and give the guarantor of the fellow two weeks within which to produce the fellow to serve his bond to the University. if after two weeks, the guarantor cannot produce the fellow, the Registrar should give one week within which the guarantor shall submit

his/her plan to indemnify the university. This should indicate whether the amount due is to be paid wholesome or instalmentally and the timeline. The indemnification plan shall be approved by the Vice-Chancellor upon the recommendation of the Registrar.

- xiv. Where the guarantor failed to discharge his obligation in whole or part, the Vice- Chancellor shall approve a legal action upon recommendations by the University Legal Officer.
- xv. In rare situations, the force of circumstances may be considered to waive not more than half of the indemnification fee by the Vice-Chancellor on the recommendation of the Registrar.

5.5.1 Terms of Study Fellowship

The terms on which Study Fellowships are normally granted, subject to what is set out in the Senior Staff Regulations, are as follows:

- i. The Study Fellow will be paid his salary in normal increments.
- ii. One promotion only as far as up to lecturer I grade may be considered during a Study Fellowship, based on satisfactory supervisor's reports.
- iii. The relevant provision of the Staff Regulations on confirmation reads in parts:- "if a member of staff is absent on Study Fellowship for part or all of the first three years from the commencement of his appointment, he shall not be eligible for confirmation until the expiry of the three years, and until he has completed the Study Fellowship and a total of at least two years in post in the University. A decision may be deferred for up to one year..." The retention of University housing during a Study Fellowship is subject to the policy determined by the Housing Committee from time to time.
- iv. Upon return from a study fellowship/leave (which involved complete absence from the university, or an absence

adjudged to be up to two-thirds of the leave duration), staff will have to build a fresh waiting period for his/her promotion, provided he/she enjoyed the one promotion allowed during the fellowship/leave

- v. If a staff member on Study Fellowship wishes to apply for an extension of the Fellowship, or the upgrading of his course of studies, he must apply at least three months in advance. Again, his/her supervisor in the study for which the study fellowship is granted must recommend such an extension.
- vi. A new Study Fellowship for an additional course to follow the original one will not normally be granted without returning to the University first.
- vii. A Study Fellowship will in all cases be subject to the provisions of the Senior Staff Regulations regarding bonding and the obligation to return to the University afterwards (See copy of Study Fellowship/leave Bond Form attached as Appendix C).

5.6 Study Leave (with Pay)

- i. Study leave is intended for staff development and will be awarded to deserving staff, for postgraduate training leading to higher degrees or for practical training.
- ii. A staff member interested in study leave should apply for it through his/her head of department or work supervisor, who will make an appropriate recommendation;
- iii. The recommendation of the head of the department or a supervisor should be predicated on the staff strength of the department/unit, the availability of another staff member to take over the schedule of duty of the applicant, and the applicant's trainability and attitude to work;
- iv. The application should indicate the extent to which the candidate satisfies the approval criteria in section 4.2 above;
- v. A standard application form or application for study leave is to be submitted by the staff through his Head of Department, Dean or Director and the Registrar to the Vice-Chancellor or any person or body so designated by the Vice-Chancellor to perform the function;

- vi. The letter of award of the study leave and its terms will be signed by the Registrar or his representative, with copies to the Vice-Chancellor, Bursar, Chief Internal Auditor, the Head of Department and the Dean or Director;
- vii. The study leave obligation of the University shall be the regular salary payments and inclusion of the staff member in departmental/university plans and budgets. The staff may also be refunded tuition/registration fees and book allowance (where expedient);
- viii. The obligations of a staff member under study leave include:
 - a. Will resume his duty at Ahmadu Bello University fully and promptly upon completion of the programme and awaiting approval of his/her certificate or at the expiration of the study leave, whichever is earlier;
 - b. Will accept and sign a bond to serve unbrokenly for twice the period of the study with effect from the date he/she resumed duty;
 - c. Will submit to the Registrar an annual study progress report until the completion of the course;
 - d. Will submit to the Registrar a copy of the certificate and two (2) copies of the approved dissertation/thesis of the programme he/she pursued;
 - e. A staff who, without clear force majeure, failed to complete the study shall be liable for refunding the University all the expenses incurred by it and the University may review his appointment;
 - f. Within the first few weeks of arriving at the institution of learning, staff will inform the Registrar of Ahmadu Bello University of the e-mail addresses of his supervisor/convenor and the head of the department where the programme is domiciled;
 - g. Staff should frequently keep in touch with their heads of departments/supervisors at Ahmadu Bello University to keep the head/supervisor posted on their study progress;

- ix. The staff, upon resumption of duty from study leave with pay, should inform the Registrar through his/her Head of Department about the exact date he/she resumed. The Head should confirm the date of resumption or state the date the staff actually reported to him/her to resume duty.
- x. The Head of the Department has a responsibility to inform the Registrar in writing if a staff defaults from resuming on the day his/her study leave with pay expires.

5.7 Study Leave Without Pay

- i. A member of staff interested in being permitted to go for a course of study based on study leave without pay should, in consultation with his/her head/supervisor, apply to the Management through the head/supervisor;
- ii. The recommendation of the head of the department or a supervisor should be predicated on the staff strength of the department/unit, the availability of another staff member to take over the schedule of duty of the applicant, the applicant's trainability and attitude to work, and the possibility of keeping the vacancy created by his departure secure for him up to his return;
- iii. Upon securing Management's approval, the staff member can then register and commence the course;
- iv. The application should indicate the extent to which the candidate satisfies the approval criteria in section 7.2. above (except items [ii], [iii] and [x]);
- v. The obligations of a staff member under study leave without pay include:
 - a. Will resume his duty at Ahmadu Bello University fully and promptly upon completion of the programme and awaiting approval of his/her certificate or at the expiration of the leave, whichever is earlier;
 - b. Will render services during any study break of two weeks or more. If the study is within Ahmadu Bello University, the staff will attend to his duty post whenever there is no study activity.
 - c. Will accept and sign a bond to serve unbrokenly for a period equivalent to the period of the study with effect

- from the date he/she resumed duty;
 - d. Will submit to the Registrar an annual study progress report until the completion of the course;
 - e. A staff should frequently keep in touch with his head of department/supervisor at Ahmadu Bello University to keep the head/supervisor posted on his/her progress.
- vi. The staff, upon resumption of duty from study leave without pay, should inform the Registrar through his/her Head of Department about the exact date he/she resumed. The Head should confirm the date of resumption or state the date the staff actually reported to him/her to resume duty.
 - vii. The Head of the Department has a responsibility to inform the Registrar in writing if a staff defaults from resuming on the day his/her study leave without pay expires.

5.8 Extension of Study Leaves

- i. Under normal circumstances, leave for the first degree shall be for a period of four to five years, as the case may be; the master's degree for two years and the doctorate for three years;
- ii. When there is a verifiable force majeure that prevents a staff member from completing the programme within the initial time given, a case can be made by the staff member for an extension of the timeframe;
- iii. Application for an extension shall:
 - a. Be addressed to the Vice-Chancellor through the head of the department;
 - b. Be fully endorsed by the head of the department, who shall unequivocally advise the Vice-Chancellor as to the propriety of approving the extension;
 - c. State the circumstances that necessitate the delay in completing the programme;
 - d. Shall be accompanied by the recommendation/report of the staff member's study supervisor;
 - e. State the anticipated extension period by which the programme could be completed.

- iv. Approval of an extension should be based on the conviction that the staff member seems capable of completing the programme.

5.9 Training of a Graduate Assistant:

- i. 'Graduate Assistant' is the designation of the initial grade of the academic career, primarily intended for on-the-job and postgraduate training;
- ii. Recruitment of graduate assistants shall be determined by the provisions of the approved departmental staffing plan and financial budget;
- iii. Upon employment, a graduate assistant shall; upon the approval of the head of the department, secure admission for an appropriate postgraduate course, register and commence the programme on a full or part-time basis;
- iv. A graduate assistant employed while on a postgraduate programme shall apply to the head of the department for 'permission' or 'study fellowship' to continue the programme. In this case, the head should confirm the suitability of the programme to the schedules of the department before granting approval;
- v. The permission or study fellowship to be applied for by the graduate assistant to complete an ongoing postgraduate programme shall be for the period of time estimated to be sufficient to complete the programme. Approval for an extension shall be subject to a maximum of three years from the assumption of duties;
- vi. The approval of the head of the department shall be copied to the Registrar for record update;
- vii. A masters programme must be completed within a maximum period of three years since commencement, as part of the probationary requirement for confirmation of the graduate assistant's appointment;
- viii. A graduate assistant who failed to successfully complete the requirement for attaining a master's degree within the maximum period of three years, without any verifiable force Majeure may have his appointment terminated;

- ix. The head of the department may assign to a graduate assistant the responsibility of up to six contact hours of teaching a week or equivalent work in administrative duties without extra remuneration;
- x. During vocations, a graduate assistant may be assigned more extensive duties provided these will not impede his/her study progress;
- xi. During the period when a graduate assistant is released for postgraduate studies, full salaries and normal conditions of service will apply, except formal annual leave, which shall not be granted;
- xii. A graduate assistant will be regarded as filling only one-third of a post to calculate student unit/staff ratios.

5.10 Other Conditions of General Nature:

- i. All training decisions shall be made administratively or based on recommendations by the CDD;
- ii. The Vice-Chancellor or any other person to whom he/she may delegate this function shall approve final decisions in all training cases on behalf of the Senate;
- iii. The Vice-Chancellor shall submit a periodic report on staff training to the Senate through the CDD;
- iv. The grant of any form of study leave shall be notified to the applicant by the Registrar, who shall make copies of such grants to the Vice-Chancellor, bursar, head of the department and the dean or director;
- v. The study leave shall not come into effect until the staff member has formally accepted the grant and, where appropriate, completed and deposited a bond to the satisfaction of the Registrar;
- vi. All conditions of staff training are subject to modifications as the Senate may approve from time to time;
- vii. Senior, intermediate and junior staff are employed by the university in its quest to facilitate teaching, research and services. Each category is eligible for training in pursuit of these objectives. All staff members with a high flyer for learning to serve better should be encouraged and such staff

should not be truncated in their bid to rise through training to any level, subject to the corporate interest of the University and availability of resources.

5.11 Submission of Study Certificate:

- i. A staff member who has completed his/her studies and resumed duty must submit the original certificate he obtained to the documentation officer in the Registry for sighting;
- ii. He must also submit a photocopy of the certificate via a forwarding note to the Registrar for record update;
- iii. At each instance of receipt of a certificate, the Registrar should formally acknowledge receipt and confirm that the staff member's record has been updated with the new attainment;
- iv. Upon sighting an original certificate, the Documentation Officer should look out for features of authenticity. He/she should write a report on observations to the Registrar for noting or necessary action, as the case may be;
- v. If there are valid observations that put the integrity of the certificate into question, the following measures should be taken:
 - a. Request the trained staff member to explain the abnormalities observed;
 - b. If the explanation is not satisfactory, the Management, upon receipt of the report of the Documentation Officer, should officially take it up with the certificate-awarding institution for validation;
 - c. Where the certificate is confirmed to be fraudulent, the staff member should be subjected to the disciplinary procedure to pave the way for retrieving twice the expenses incurred in the process of training the staff member; terminating the appointment of the staff member, and handing him/her over to the law enforcement agents for criminal prosecution.

5.12 University Training Committee:

- i. There shall be an Intermediate and Junior Staff Training Committee to be constituted by the Registrar and approved by the Vice-Chancellor;
- ii. The Committee shall keep under continuous review the University training programmes for intermediate and junior staff and recommend changes from time to time as deemed necessary;
- iii. Subject to any general policies approved by the Committee of Deans and Directors (CDD), to approve regulations for entrance, progress and withdrawal from courses, fees to be charged, the appointment of examiners, syllabuses for courses, internal examination results, and other matters affecting the running of courses, including approval of cases of repeating or omitting a year of the institution;
- iv. To seek quality assurances certification from the Directorate of Academic Planning and Monitoring (DAP&M) for the existing and newly mounted courses to keep abreast with best practices and challenges of service delivery;
- v. To receive an annual progress report from the Training Coordinator and to submit it along with any comments and recommendations to the CDD and the junior staff committees; and,
- vi. To receive an annual estimate (budget) from the Establishment Secretary and make recommendations annually to the Senate Estimates Committee on the funds to be provided in the estimate for training other than in the institutes and centres, which make separate staff training budgets.

5.13 Secondment Leave

- i. A member of staff, on his request, is released on secondment for a stipulated period of not more than two years in the first instance, subject to an extension for a further period of two years, after which the staff member either resumes duty in the university or transfer his service to the institution to which he/she is seconded.

- ii. The institution to which a staff member is seconded must be rendering services similar to the University to preclude a break of service and non-eligibility for career progression;
- iii. If it is in the public interest to second a staff member to another scheduled establishment however, the period of secondment shall not be limited and the person shall continue to hold his substantive post, and be entitled to increments and promotions as though he/she is on special duty.
- iv. Secondment is normally approved by the Vice-Chancellor on behalf of, or to be ratified by the Council. The procedure is as follows:
 - a. The organization requiring the services of the staff on secondment should write to the Registrar and request for it or the staff should apply attaching all evidence of being offered a space to serve the establishment
 - b. The Registrar will refer the request to the Head of Department of the staff member for comments especially taking into account, the departmental convenience for the release of the staff member for the specified period or the staff should route his application through the Head of Department *ab initio* for comments/recommendations to the Registrar.
 - c. Upon receipt of the Head of Department's recommendation, the Registrar will make a recommendation to the Vice-Chancellor for approval. The decision of the Vice-Chancellor should be notified to the organization or the staff member by the Registrar as the case may be.
- v. During the pendency of the secondment:
 - a. The establishment to which the staff member is seconded will be responsible for payments of the staff member's salaries at whatever rate they mutually agreed.
 - b. He will have to continue to service all his/her obligations with Ahmadu Bello University such as monthly repayments of loans;

- c. The staff member on secondment should render similar services to the secondment institution as the services he/she renders at Ahmadu Bello University;
 - d. He/she will be entitled to a promotion by Ahmadu Bello University provided he/she has fulfilled all the requirements.
 - e. Recommendation for promotion in respect of a seconded staff is to be made by the institution of secondment.
 - f. Where the secondment is properly adjudged to be in the public interest, the secondment institution shall provide appropriate recommendations in each promotion case the staff member is due.
 - g. In all respects, however, his promotion will be subject to satisfying the general promotion guidelines in the University.
 - h. Recommendations for promotion by a secondment institution shall indicate the schedule of the staff's duty, his/her effectiveness and the new experiences and competencies acquired, as bases.
- vi. A staff member on secondment may:
- a. Depending on the convenience of the Management, to be determined by the Housing Committees, a staff on secondment may be allowed to keep his residential quarters if he/she occupies one. However, the beneficiary staff is to be charged commercial rates until he resumes duty from the secondment;
 - b. A secondment returnee, who is liable to postings to various directorates/departments, can be left at the duty post from which he proceeded on the leave, or posted to a different duty post depending on service exigencies.
- vii. The staff, upon resumption of duty from secondment leave, should inform the Registrar through his/her Head of Department about the exact date he/she resumed. The Head should confirm the date of resumption or state the date the staff actually reported to him/her to resume duty.

- viii. The Head of the Department has a responsibility to inform the Registrar in writing if a staff defaults from resuming on the day his/her secondment leave expires.

5.14 Sabbatical Leave:

- i. On his request, a staff member can be released on sabbatical leave to a public institution provided:
 - a. There is evidence of an offer of a sabbatical appointment;
 - b. The staff member has fully completed the six-year waiting period since his/her assumption of duty or last sabbatical leave;
 - c. His/her Head of Department has recommended with an unequivocal statement that there will not be a need for the staff member's replacement as a result of his sabbatical absence;
 - d. The staff member has reached, at least, the rank of Lecturer I, Chief Accountant, Principal Assistant Registrar or equivalent;
 - e. The staff member is not undergoing any disciplinary action.
- ii. A staff of sabbatical leave is entitled to:
 - a. Keep his residential quarters if he/she occupies one;
 - b. Retain his salary and allowances in addition to whatever remuneration he negotiated with his sabbatical institution;
 - c. Can participate in special events of his department, like elections, convocations, congregation or other meetings convened to discuss special issues of enduring implications;
 - d. A sabbatical returnee, who is liable to postings to various directorates/departments, can be left at the duty post from which he proceeded on the leave, or posted to a different duty post depending on service exigencies.
- iii. The staff, upon resumption of duty, should inform the Registrar through his/her Head of Department about the

exact date he/she resumed. The Head should confirm the date of resumption or state the date the staff actually reported to him/her to resume duty.

- iv. The Head of the Department has a responsibility to inform the Registrar in writing if a staff defaults from resuming on the day his/her sabbatical leave expires.

5.15 Conferences, Workshops, Symposia and Seminars

5.15.1 Attendance At Conferences, Workshops, Symposia and Seminars

- i. Conferences and workshops are normally short-duration courses a staff member may be permitted/sponsored to attend that are directly relevant to the duties he/she is hired to discharge;
- ii. Conferences/workshops can be within or outside Nigeria and organised by Ahmadu Bello University or any other recognised training institution;
- iii. Attendance of conferences/workshops is contingent on the availability of funds.

5.15.2 Attendance at Conference outside Nigeria

The Vice-Chancellor may approve a staff member's attendance at a conference outside Nigeria if he/she is satisfied that:

- (a) The conference/workshop is of major importance in the field of service delivery at the university and the expenses is proportionate to the likely benefit to the university;
- (b) Attendance will not detract from the efficient performance of the staff member's duties (for teaching staff, attendance will normally be on vacations only);
- (c) The selection process of the beneficiary has complied with the acceptable norms in the university.
- (d) The person selected/nominated to attend is the most suitable available staff member in the department/unit/division;
- (e) Preference shall be given to Nigerian staff or overseas staff attending to take an active part (e.g. presiding at a session or presenting a paper), or a staff member whose travelling

expenses are minimal because he/she will be travelling to or near the conference/workshop venue on leave or for other reasons;

- (f) The applicant or his department has not too often or too recently received a grant or grants from the conference Fund;
- (g) All reasonable efforts have been made to get the cost covered wholly or partly from outside sources and to use only leave or other university passages entitlement to minimise the cost; and,
- (h) The cost can be covered by the Fund.
- (i) In the institutions and centres of the University, the Director can approve attendance at no cost to the university but will inform the Vice-Chancellor of this action;
- (j) The conference fund shall be established on a recurrent basis and be administered by the Vice-Chancellor. University institutes and centres shall establish a similar fund;
- (k) Departmental funds shall not be used to finance international conference/workshop attendance;
- (l) Members of staff whose emoluments are paid from outside the University will not normally be eligible for grants;
- (m) A staff member wishing to receive a grant should first explore the possibility of paying the expenses wholly or partly by the conference organisers or any other possible third party. He/she shall thereafter apply to the Vice-Chancellor through his head for the conference/workshop expenses or the unsponsored part thereof;
- (n) The office of the Vice-Chancellor shall keep an annual record of the amount committed from the central conference/workshop Fund and the balance available at any given time. The office shall advise the Vice-Chancellor of the fund position wherever a request chargeable to the central Fund is submitted;
- (o) The Vice-Chancellor shall check the position of the Conference/Workshop Fund with the Bursary at the beginning of each financial year and at least quarterly;

- (p) The nomination of a staff member to attend a conference or a workshop does not in itself make him/her an official representative. Being an official representative of the university can only be guaranteed by a clear statement to that effect by the Vice- Chancellor, preferably in writing;
- (q) An official representative of the university may be paid as a person travelling on university business, under the staff regulations;
- (r) The Vice-Chancellor may, if he deems fit, refer any case to the Committee of Deans and Directors (CDD) for advice before deciding it; and,
- (s) The Vice-Chancellor will notify each meeting of the CDD of the grants approved in the preceding period from either the central Fund or any institute's fund.

5.16 Sponsorship From the Conference Fund

The fund is established on a recurrent basis and is administered by the Vice-Chancellor. The institute has separate funds but grants from them require the Vice-Chancellor's approval. Departmental funds shall not be used to finance attendance conferences outside Nigeria.

The Vice-Chancellor may approve grants from the conference funds, provided that he is satisfied that the following conditions are met:

- i. Attendance is justified in terms of (a)-(c) inclusive in paragraph 1 above.
- ii. The person to attend is the most suitable available staff member in the department.
- iii. Preference will be given to:
 - a. Nigerian staff;
 - b. Overseas staff attending a conference to take an active part (e.g. presiding at a session or presenting a paper); or
 - c. A staff member whose travelling expenses are minimal because he will be travelling to or near the venue on leave or for other reasons.

- iv. The expenses are proportionate to the likely benefit to the University.
- v. The applicant or his department has not too often or too recently received a grant or grants from the fund.
- vi. All reasonable efforts have been made to get the cost covered wholly or partly from outside sources, and to use any leave or other University passages entitlement to minimize the cost.
- vii. The cost can be covered by the fund.
- viii. Normally a grant will be limited to only one person's attendance at a conference. Members of staff whose emoluments are paid from outside funds will not normally be eligible for grants.
- ix. A staff member wishing to receive a grant should first explore the possibility of the organizers of the conference paying his expenses in whole or in part. Then he should apply through his Head of Department to the Vice-Chancellor or to his Director through whom applications from Institutes, Centers, and Schools to the Vice-Chancellor must be channelled. Applications should be made on the conference attendance request form (Attached as Appendix B).
- x. The Vice-Chancellor's Office will keep a record of the amount committed from the Central Conference Fund each year and the balance available (but not of commitments from the Directorate, Institutes, Centers and Schools' funds), and will advise the Vice-Chancellor of the position wherever a request chargeable to the Central Fund is submitted.
- xi. In Institutes, Centers or Schools, the Director's Office will keep a similar record of grants and the balance available will be notified to the Vice-Chancellor whenever an application is submitted for his approval.
- xii. The Vice-Chancellor's and Directors' Offices will check the position with the Bursary at the beginning of each financial year and at least quarterly.
- xiii. The University may appoint a staff member as its official

representative at an exceptionally important conference, but the fact that the University has been asked to nominate a person to attend a conference does not in itself make him an official representative. If he/she is meant to represent the university, it will be clearly indicated in the Vice-Chancellor's letter designating him to attend.

- xiv. An official representative of the University may be paid as a person travelling on University business, under the Staff Regulations. In other cases, a grant for attending a conference may be made up to that part of the expected actual costs of conference registration, travel, subsistence (up to a maximum of the rates laid down by the regulations and out-of-pocket expenses not covered by an outside grant or by the staff member's leave entitlements or other personal contribution.

5.17 Conferences within Nigeria

- i. A Head of Department may authorize the attendance of a member of the staff to a conference held within Nigeria, including meetings of relevant professional or academic associations etc. provided that he is satisfied that the attendance will be useful to the Department and that the staff member can be spared for the time required for attendance.
- ii. No other authority is needed unless there will be an absence from duty of more than a week (not counting free vacation time for academic staff), or considerable expenditure is involved. In such cases, the Head of Department should obtain the Vice-Chancellor's approval.
- iii. Only the Vice-Chancellor may designate a staff member as an official representative of the University at a conference within Nigeria. A staff member so designated shall be entitled to payments in line with the provisions made for staff on duty in the staff regulations;
- iv. Budgetary provisions should be made in the conference fund for conference/workshop attendance. However, where the constraint of funds is being faced, payments for

attendance may not necessarily cover all of the costs or be the full amounts payable for travelling on university business under the regulations;

- v. Equal opportunity should be given to all staff members for conference/workshop attendance, subject to the availability of funds and the academic/professional importance of the conference/workshop;
- vi. Members of staff are free to attend private meetings if the time and circumstances do not impinge on their university duties. Heads may grant short leave of absence from duty to enable the staff members to attend such meetings, provided that adequate arrangements are made for the staff members' duties to be performed and at no cost to the university.

5.18 Private Meetings

- i. Members of staff are free to attend private meetings if the time and circumstance do not interfere with their University duties.
- ii. Exceptionally, Heads of Department may grant short leave of absence from duty to attend such meetings, provided that adequate arrangements are made for the staff member's duties to be performed and at no cost to the University.

Chapter 6

SERVICOM

6.1 Introduction

- i. SERVICOM was established on 21st March 2004 by the Federal Government of Nigeria to serve the following objectives:
 - a. To provide quality services to the people.
 - b. To set out the entitlement of the citizens.
 - c. To ensure good leadership.
 - d. To educate the citizens (customers) on their rights.
 - e. To empower public officers to be alert to their responsibilities in providing improved, efficient, timely and transparent service.

6.2 Ethics of SERVICOM

SERVICOM is based on five fundamental principles: Conviction that Nigeria can only realize its full potential if citizens receive prompt and efficient services from the state, renewal of commitment to the service of the Nigeria Nation, consideration for the needs and rights of all Nigerians to enjoy social and economic services. The codes of ethics are integrity, objectivity, professional competence, confidentiality and professional behavior.

6.3 ABU SERVICOM

- i. In the University, the strategic responsibility of SERVICOM is to serve as the engine for service delivery with customer satisfaction as the overriding consideration.
- ii. SERVICOM coordinates and monitors service delivery in the University as it relates to training, research and community services for both students and staff. The service delivery mandate includes liaison with the relevant bodies to ensure that:
 - a. admission is given only to qualified candidates who must have met the university's entry requirements, subject to availability of space.

- b. admission list is published and admission letters are issued to successful candidates within four (4) weeks of the release of post-UTME results.
 - c. hostel accommodations are given to eligible students subject to the availability of space.
 - d. Student examination results are published immediately after the Senate's approval.
 - e. statement of results, certificates and transcripts are ready for collection by graduates within two months after the approval of results by the Senate.
 - f. issues about staff/students' welfare are given urgent attention. In so doing, it is to be ensured that no officer keeps a file for more than 48 hours.
- iii. Post-admission service delivery as it relates to the University includes monitoring of academic and non-academic activities at various service windows for efficiency in line with the service charter. These include assessing the conduct of:
 - a. Lectures
 - b. Examinations (invigilation, prompt marking, submission of results and malpractices)
 - c. Inspection of classrooms, lecture rooms/theatres, studios, workshops, labs, hostel and impromptu checks on punctuality and lateness to work.
- iv. To ensure that the above service deliveries are duly implemented, there is a monitoring committee in place and a publishing outfit to publicize the University programmes/decisions.

6.4 Performance Monitoring

The University will evaluate and monitor performances on service delivery periodically through the following means:

- i. Periodic assessment of the University's performances using SERVICOM Self- Assessing Rating checklist.
- ii. Monthly assessment of University service windows by the

SERVICOM Unit to ensure compliance with SERVICOM principles and a service delivery timeline of 48 hours.

- iii. Quarterly performance appraisal meeting of the local PSU Committee.
- iv. Periodic report on SERVICOM Activities within the University to the Management.
- v. Periodic analysis and publication of customer feedback and reaction.
- vi. Regular analysis and publication of customers' complaints and redress activities.

6.5 Grievance Redress Mechanism

When clients feel that standards have not been met in service delivery, they can complain or seek redress as follows:

- i. Level one of the Complaint Officer: Focal Officer

Tel: 08043514601

Email: servicom@abu.edu.ng

Address: 711B, 7th Floor, Senate Building, ABU, Zaria

Officer: Charter Desk Officer

Email: servicom@abu.edu.ng

Address: Room 013, Senate Building, Ground Floor, ABU, Zaria

- ii. Level two of the Complaint

Officer: Customer Relations/Complaint Desk Officer

Tel: 08032928872

Email: servicom@abu.edu.ng

Address: Room 013, Senate Building, Ground Floor, ABU, Zaria

Officer: Service Improvement Desk Officer

Email: servicom@abu.edu.ng

Address: 711B, 7th Floor Senate Building, Ground Floor, ABU, Zaria

- iii. Level three of the Complaint

Officer: The Vice-Chancellor, Ahmadu Bello University

Email:

Address: 8th Floor, Senate Building, P.M.B. 1069Zaria, Kaduna State, Nigeria

- iv. Period For Handling Complaints
 - a. Upon receipt, complaints should be acknowledged within five (5) working days.
 - b. Intended action should be communicated within five (5) working days.
 - c. Complaints are expected to be resolved as quickly as circumstances surrounding the complaint permit.

- v. Level four of the Complaint

If the complaint is not satisfactorily addressed at level three of the University's GRM, please contact:
The SERVICOM Complaint Manager
Complaint@servenigeria.com

- vi. Other options:

Other options for lodging complaints or suggestions include:

 - a. The suggestion/complaints boxes are located on the ground floor of the University's Senate Building;
 - b. The University's website: www.abu.edu.ng; email: servicom@abu.edu.ng
 - c. Completion of client-comment forms which are available at the reception desk on the ground floor of the Senate Building. Comments forms can be dropped in the complaint/suggestion boxes.

Chapter 7

APPOINTMENTS AND PROMOTIONS OF SENIOR STAFF

7.1 Appointments and Promotions Committee

- i. The University has approved Guidelines for Appointments and Promotions for all categories of Senior Staff which may be reviewed from time to time and which contain the procedures, conditions, criteria etc. for all appointments and promotions.
- ii. All cases of appointments and promotions shall be considered by the Central Appointments and Promotions Committee (Central A& PC), which shall make appropriate recommendations to the Council.
- iii. Cases of confirmation of appointment, renewal of contract, in-bound and out-bound sabbatical leaves, etc. are to be considered and approved by the Vice-Chancellor administratively under delegated responsibilities. Thereafter, the administrative approval would be referred to the Central A & P C for ratification.
- iv. The Central Appointments and Promotions Committee shall have Sub-Committees at the Complex, Faculty and Departmental levels to consider such cases first and make recommendations to it.
- v. All submissions to the Central Appointments and Promotions Committee must be received in the Human Resources Development Department of the Registry, at least, one week before the meeting which will consider them. Late submissions shall be carried over to the next Central A&PC meeting.
- vi. All correspondences from Complex Sub-Committees should be addressed and forwarded in a dispatch book by an Office Assistant to the following address:

Deputy Registrar,
Department of Human Resource Development, Office of
the Registrar, Ahmadu Bello University, Zaria

7.2 Code of Conduct

Because of the nature of the functions of these sub-committees and the need for scruples in matters of appointments and promotions, codes of conduct are prescribed by the Central Appointments and Promotions Committee. It is expected that acceptance of membership of any of the Sub- Committee means an automatic acceptance of these codes.

7.3 The Composition of Complex Sub-Committees

The Complex Sub-Committees are as follows:

- A - Administration and Legal Complex
- B - Humanities Complex
- C - Education Complex
- D - Agriculture/Veterinary Complex
- E - Medical Complex
- G - Science Complex
- H - Engineering/Environmental Design Complex L - Administration and Other Services Complex

7.3.1 COMPLEX A

- i. Administration and Legal Complex (Faculty of Administration, Faculty of Law, Business School, CILS and Institute of Administration)
- ii. The Directors of the Institute of Administration, Centre for Islamic Legal Studies or Deans of any of the Faculties shall be Chairman on a two-year rotational basis. When any of them is not the Chairman, he/she retains his/her membership.

7.3.2 COMPLEX B

- i. Humanities Complex (Faculty of Arts, Institute of Development Research and Training, Faculty of Social Sciences and Arewa House)
- ii. The Director or Dean of one of the Faculties as Chairman. Chairmanship is rotational between the Directors and Deans of the Faculties on a two-years basis. When a Dean or Director is not a chairman, he/she retains his/her membership.

7.3.3 COMPLEX C

- i. Education Complex (Institute of Education, SBRS, Staff School, Demonstration Secondary School, University Library Complex, and Faculty of Education)
- ii. The Director of the Institute of Education, the University Librarian or the Dean of the Faculty of Education as Chairman on a two-year rotational basis. When one of them is not a chairman he/she retains his/her membership.

7.3.4 COMPLEX D

- i. Agriculture/Veterinary Complex (I.A.R., D.A.C., Faculty of Agriculture, Faculty of Veterinary Medicine, NAERLS, Veterinary Teaching Hospital and NAPRI)
- ii. The Office of the Chairman is rotational among the Directors and Deans on a two-year basis. When a Director or Dean is not a chairman, he/she retains his/her membership.

7.3.5 COMPLEX E

- i. Medical Complex (College of Medicine) –Faculty of Basic Medical Sciences, Faculty of Allied Sciences, Faculty of Basic Clinical Sciences, Faculty of Clinical Sciences, Faculty of Dental Surgery and University Health Services
- ii. The Provost of the College of Medical Sciences serves as the chairman.

7.3.6 COMPLEX G

- i. The Science Complex (Faculty of Science, Faculty of Pharmaceutical Sciences, Institute of Computing and Information and Communication Technology, Centre for Bio-Technology, Research and Technology (CBTRT), Centre for Energy Research and Training (CERT) and Centre for Disaster and Risk Management), Venom, Anti-Venom and Natural Toxins Research Centre:
- ii. The Dean or any of the Directors serves as the chairman on a two-year rotation. Any dean or director who is not the chairman retains his membership.

7.3.7 COMPLEX H

- i. This comprises Faculties of Engineering and Environmental Design
- ii. The Dean of one of the Faculties serves as the chairman on a two-year rotational basis.

7.3.8 COMPLEX L:

- i. Administration and Other Services Complex (Registry, Bursary, Physical Planning and Municipal Services, Vice-Chancellor's Office, Student Affairs Division, Security Division, Equipment, Maintenance and Development Centre (EMD&C)
- ii. The Registrar shall be the Chairman.

7.4 Functions of the Complex Sub-Committees

- i. To study the recommendations from the Faculties/Departments/Institutes/Centres/ Units and endorse them as appropriate to the Central A&PC or the Publication Verification Committee (PVC) as the case may be.
- ii. To recommend to the Central A&PC or PVC, the promotion of staff within the salary scale of CONUASS 1–7 and CONTISS 1–15 and equivalents.
- iii. To undertake the verification of the publications of all staff recommended for promotion from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist up to the rank of Professor.
- iv. To initiate, at the instance of Department/Units/Centres, the appointment of staff, conduct interviews for appointments into departments/units/centres and make recommendations to the Central A & P. C.
- v. To assess and grade the performance of candidates/staff for appointments, promotions and confirmations.
- vi. Any member whose case is being considered shall not sit on the committee during the deliberation on his case.

7.5 Procedure for Full-Time Appointments

7.5.1 Employment Budgeting

- i. Employment planning should commence in the year preceding the effective year in which the employment would be made.
- ii. Departments and Units should include and defend a proposal for additional staff against the next financial year.
- iii. The staffing plan should reckon with extant and potential (retirements, short-duration appointments) vacancies.
- iv. The aggregated annual employment budget should be mainstreamed in the overall university's annual budget and defended at the relevant federal ministry and the National Assembly.

7.5.2 Advertisement

- i. As the need arises, Heads of Department are required to seek approval from the Vice-Chancellor to initiate processes to fill vacant positions in their Departments.
- ii. Upon obtaining the Vice-Chancellor's approval, the Heads of Department shall submit the draft advertisement of the approved establishment position to the Registrar, clearly stating the particular requirements for each position.
- iii. The Registrar shall refer the draft advertisement to the Human Resources Department for vetting, in line with the provisions of the guidelines for appointment of Senior Staff. After proper vetting, the Registrar shall approve the advertisement of the vacant positions and refer same to the Director of Public Affairs for advertisement in the national dailies.
- iv. The advertisement shall appear in, at least, two national dailies, with a validity for a period of six weeks, from the date of the advertisement. The advertisement shall also be placed on the University's Website.

7.5.3 Processing of Application

- i. All applications should be addressed to the Registrar and should be accompanied by the candidate's curriculum

- vitae, three referee's reports under confidential cover and photocopies of credentials.
- ii. The Registrar may acknowledge and collate all applications received.
 - iii. Referee reports must be written by candidates' work or study supervisors and must also be received on or before the closing date in the advertisement.
 - iv. After the closing date, the Registrar shall forward all applications received to the Department(s) concerned. No fresh applications will thereafter be attended to.
 - v. The Head of Department, shall thereafter, consult with senior academic staff of the Department, preferably of the rank of Lecturer I and above to assess the curriculum vitae of all applicants and prepare a shortlist of those qualified according to the requirements stated in the advertisement.
 - vi. With regard to appointments in the Registry, Bursary, PP & MS and other service units, the Heads of Department shall hold consultation with a few senior officers of the rank of Deputy Registrar, Deputy Bursar, etc. or equivalent in the Department. Where there are no officers of these ranks Principal Assistant Registrar or equivalent could be engaged. The purpose of the consultation is to assess the CVs of the candidates in relation to the requirements stipulated in the advertisement and then shortlisting qualified candidates.
 - vii. When it is decided to hold interviews for candidate on the shortlist, the Head of Department shall constitute an interview panel with the Chairman of Complex presiding and the appropriate representative of the Registrar and the Federal Character Commission.
 - viii. Prior to the interview, the Head of Department will forward to the Registrar, the long list of candidates that applied as well as the list of shortlisted candidates.
 - ix. The Registrar will then transmit the long and short list, along with the original copy of the advertisement to the Federal Character Commission in line with the guidelines for clearance, before the interview. A letter of invitation to

the Federal Character Commission to be in attendance at the interview should be put up by the Registrar.

- x. Thereafter, the Registrar shall issue letters of invitation for interview to shortlisted candidates on a date, venue and time agreed upon with the Head of Department.
- xi. Members of the Interview Panel shall be free to ask questions, evaluate the curriculum vitae and publications (where applicable), ask questions on the publications and scrutinize original copies of certificates and other credentials.
- xii. Before the commencement of any recruitment Interview, all panelists must fill out and sign a 'conflict of Interest' form (Attached as Appendix D);
- xiii. When the interviews have been held and report of the interview panel made available, the Head of Department shall consult with appropriate staff in the Department to arrive at final recommendations to be submitted to the Departmental Appointments and Promotions Sub-Committee. The Head of Department shall thereafter prepare the recommendation to be made to the A & PC Sub-Committee, attaching the report to be made to the Sub-Committee.
- xiv. The Interview Panel may adopt University extant template or design a befitting template for the assessment/scoring of candidates
- xv. Complex Sub-Committee will consider the cases and decide what recommendations to be made to the Central Appointments and Promotions Committee in line with the formats stated in (i) above. All recommendations will be forwarded to the Human Resources Development Department of the Registry for submission to the Central A & PC.
- xvi. The Central A & PC will invite the Chairman of the Complex to be present and examine the recommendations.
- xvii. The decision of the Central A& PC will be communicated to the Chairman of Complex and the Head of the relevant Department.

- xviii. A certificate of compliance should be applied for and obtained from the Federal Character Commission. The lists of interviewed and successful candidates should be attached to the application for the certificate.
- xix. The Secretariat of Central A. & P.C. will thereafter seek the Vice-Chancellor's approval for the release of letters of appointment of candidates whose cases were approved by the Central A& PC.
- xx. Letters of appointment are issued by the Registrar and copied to the Vice-Chancellor, Bursar, Head of Department, Chief Internal Auditor, Housing and Passages, Coordinator, Management Information system, chairman of the relevant complex.
- xxi. However, for cases requiring very urgent attention, the Chairman of Complex should seek the Vice-Chancellor's administrative approval. Such cases must thereafter be considered and ratified by the Complex Sub-Committees. The Head of Department may also seek administrative approval from the Vice-Chancellor on the recommendation of the Chairman of Complex.
- xxii. The Human Resources Development should compile a comprehensive list of cases approved administratively by the Vice-Chancellor and present to the Central A& PC at its next meeting, for ratification.
- xxiii. All appointments in the University must be ratified by the Governing Council. Consequently, the Central A& PC shall compile a comprehensive list of all appointments made (both senior and Junior) and submit to Council for ratification.
- xxiv. All appointments should be by or on behalf of the Council.

7.6 Procedures for Upgrading of Appointment

- i. Teaching and non-teaching Staff who had obtained a qualification whose entry placement is higher than the staff's current position shall have his/her appointment upgraded to that position with effect from the date of the qualification obtained. For example, Graduate Assistants should be upgraded to Assistant Lecturers or equivalent

upon obtaining a Master's degree, also, graduates of five-year degree programmes who are appointed as Assistant Lecturers shall be upgraded to Lecturer II upon obtaining a Master's degree.

- ii. For upgrading staff appointments, the additional qualification obtained must have been duly permitted by the Management.
- iii. Eligible staff members should apply for the upgrade of their appointment through their head of department, who should proffer appropriate recommendations and confirm whether the enabling additional qualification was truly approved by the Management ab initio.
- iv. All applications for upgrade of appointments should be processed by the Department of Human Resource Development, recommended by the Registrar and approved by the Vice-Chancellor.
- v. For all other staff categories, their career rise or progression shall be through promotions.

7.7 Procedure for Promotion

- i. Promotion in the University normally takes effect from 1st October of each year.
- ii. The exercise commences after approval has been given by the Governing Council.
- iii. To ensure adequate time for consideration, the Vice-Chancellor and Chairman of A & P.C shall direct the Registrar to issue promotion circulars in the first two weeks of September each year. Promotion circulars should be issued to Chairmen of A & P.C Sub-Committees, copied to Principal Officers of the University, Deans, Directors and Heads of Departments/Units.
- iv. Upon receipt of the circular, the Departments/Units, Faculties and A. & P.C Sub- Committees will fix and hold their annual promotion meetings, deliberate on the recommendations and prepare their submissions for consideration by the Central A& PC. All complex submissions should be received by the Secretariat of the Central A&PC by 20th October.

- v. In formulating recommendations for promotion, the Heads of Department should follow the criteria and methods of assessing staff performance set out in the approved Guidelines for Appointments and Promotions of staff and in the promotion circular for the year.
- vi. When staff have been newly appointed, transferred their service to the University or promoted to a grade, the time interval indicated as a normal rule (i.e., waiting period) in the guidelines for promotion to the next level must be observed.
- vii. The Head of the Department will each year examine the records of all his staff and list those who have spent a minimum of three on their present grade. He will then decide after due consultation with the Departmental Appointments and Promotions Committee, which staff to recommend for promotion. Eligible staff on Study Leave/Fellowship and Secondment should be included, provided
- viii. The Head of Department will submit his recommendation for promotion or against promotion with good reasons and in the format prescribed in the promotion circular. For purposes of uniformity in the tabular summary sheet normally prescribed by the circular, heads of departments and complex chairmen should regularise their recommendations as follows:
 - a. Promotion to the rank of recommended for approval (in the case where all assessment parameters are shipshape).
 - b. Promotion to the rank of Not recommended bco's not due (in the case where the waiting period is not satisfied).
 - c. Promotion to the rank of Not recommended bco's not qualified (in the case where higher educational attainment is required for the promotion).
- ix. The Head of Department thereafter submits his recommendations in the format approved by the A & PC to the Secretary of the Faculty Appointments and Promotions

Sub-Committee. In cases of promotions to the rank of Lecturer I or equivalent and above, the staff member's full CV along with an up-to-date list of publications, with an assessment of them should be attached.

- x. All recommendations to higher levels must be accompanied by a list of non- recommended cases and the reasons for the non-recommendation given unequivocally.
- xi. The Faculty Sub-Committee will consider the recommendations of the Departmental Sub-Committee and thereafter make further submissions to the Complex A&PC Sub- Committee.
- xii. The Complex Sub-Committee will go over the list of candidates recommended for promotion, make definite recommendations for each promotion case and forward to the Central A & PC.
- xiii. If the Sub-Committee's recommendation on a case is contrary to what the Head of Department had recommended, the Secretary will communicate in writing the reasons to the Head of Department as set out in the minutes of the meeting. The Head of the Department will not disclose the reasons until the Central A& PC has communicated its decisions to the Sub-Committee.
- xiv. The promotion of staff in the Administration and other Services Complex (i.e., Registry, Bursary, Vice-Chancellor's Office, and Physical Planning and Maintenance Services Department) serving in the Units should be processed through the Registrar, Bursar, Special Assistant to Vice-Chancellor and Director PP & MS as the case may be to the Administration and Other Services Complex Sub-Committee. Recommendations in respect of staff of such departments should be sent to the Registrar for onward transmission to the Sub-Committee.
- xv. Submissions from the various Complexes and sub-committees shall be made in the manner prescribed by the Central A & P.C.
- xvi. The Registrar shall consult the Vice-Chancellor to fix the meeting of the Central A & P.C. The notice of the meeting

shall be issued to members by the secretariate of the Central A&PC and copied to Chairmen of Sub-Committees, indicating the scheduled time for each Chairman to appear before the Committee to present/defend cases of their respective Complexes.

- xvii. The Central A& P.C shall consider all recommendations made by the Sub-Committees and take decisions. The Committee shall also review the non-recommended cases to ensure that justice has been done. Where a non-recommended case is discovered to be qualified for promotion, the Central A& P.C. will approve the case.
- xviii. Upon consideration of all cases of promotion, the Secretariat shall prepare a summary of all cases of promotion for presentation to the Council for approval. Where a meeting of Council is not likely to be held immediately, the Vice-Chancellor and Chairman of Central A & P.C shall seek administrative approval of the cases from the Pro- Chancellor and Chairman of Council.
- xix. Upon approval of the Council, the Secretariat of the Central A&PC shall write letters of promotion or non-promotion, as the case may be, for each member of staff whose case was considered. Copies of the letters of promotion will be circulated to the Vice- Chancellor, Bursar, Head of relevant Department, Chief Internal Auditor, and Chairman of the Complex and a copy filed in the staff members' personal files in the Registry. Letters of non-promotion shall be copied to the Head of Department, Complex Chairman and the staff members' files.
- xx. In cases of negative assessment reports for Readership and Professorship, the Vice- Chancellor shall invite the staff concerned and communicate with him, stressing areas requiring improvement.
- xxi. The recommendation of a Head of Department to a Faculty Sub-Committee and Complex A& P.C may be respectively revised at the higher levels. These are however, to be treated as strictly confidential until the decision of the Central A& P.C has been taken and communicated to all concerned by

the Secretariat. The Head of Department may then explain to a staff member whose recommendation for promotion was not approved, the reasons for not approving. He may also tell the staff member what has been communicated to him concerning the decision of the Sub-Committee and or the Central A& P.C.

- xxii. Central A&PC's Publication Verification Committee should meet and verify the publications of promotion candidates for the ranks of senior lecturer and above latest on 1st November.
- xxiii. Central A&PC meeting to consider promotion cases should be held, latest on or before 15th November.
- xxiv. A Standing Promotion Training Committee should be appointed to annually organize promotion training for heads of departments, deans and directors on the one hand and faculty officers, on the other. Such training should be held in September.

7.8 Replacement of Lost Promotion Letter

- i. Lost promotion letters can be replaced upon payment of charges stipulated by the relevant authorities.
- ii. Such replacements must be subjected to a scrupulous confirmation of the promotion and the approval of the Registrar.
- iii. The replacement letter must indicate 'replacement' and supersede the earlier letter being replaced.

7.9 Procedure for Rank and Salary Placements

For new appointments from a non-academic career, consideration shall be given to experience, the intellectual or professional content of works done, evidence of grasp of the subject, maturity, leadership abilities and seniority in determining the appropriate grade level and salary.

7.9.1 Promotion Placement

- i. Placement on any rank of any cadre should be as spelt out in the general employment/promotion guidelines.
- ii. An incremental credit of 1 step should be given to a staff

member being promoted, with effect from the effective month of the promotion, as a first step towards deciding his/her salary placement on the next grade. For example, if the staff member is on CONTISS 7/6 in September, he should be considered to be on 7/7 on 1st October to decide his salary placement on the grade of CONTISS 8.

- iii. Promotion placements on higher grades should be to a salary step that will fetch an amount immediately higher than his new step on 1st October, i.e. taking into consideration the 1-step incremental credit mentioned in Para 8.3.3 (ii) above.
- iv. Where the total emolument on the higher grade is lower than that of his/her pre- promotion salary, he/she should be placed on the immediate next salary step on the new grade that will ensure his total emolument is larger than his/her pre-promotion emolument.
- v. The difference between the pre-promotion and post-promotion salaries must not be smaller than the incremental rate of the new grade to which he/she is being promoted.

7.9.2 Initial Placement upon Employment

- i. For the initial placement at the Graduate Assistant to Lecturer II levels, any academic conference paper presented attracts an additional salary step subject to a maximum of two.
- ii. Salary placement upon fresh employment and promotion should be correspondent with the rank in the guidelines as in Table 7.1.

TABLE: 7.1 INITIAL PLACEMENT OF NON-TEACHING STAFF MEMBERS

S/N	QUALIFICATIONS	RANK	SALARY PLACEMENT (CONTOSS)	REMARKS
1	4-year Degree with a grade of 1 st Class Plus NYSC Certificate	Admin. Assistant; Accountant II; Higher Tech.	7/8	1No Step can be increased subject to: i. 1-year cognate experience and, ii. A maximum of 2 years
2	4-year Degree with a grade of 1 st Class Plus NYSC Exemption Certificate	Officer; Technologist II; Systems Analyst II; Systems Programmer II;	7/7	
3	4-year Degree with a grade of 2/1 Plus NYSC Certificate	Higher Stores Officer; Internal Auditor II; Medical Technologist II;	7/6	
4	4-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate		7/5	
5	4-year Degree with a grade of 2/2 Plus NYSC Certificate		7/4	
6	4-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate		7/3	
7	4-year Degree with a grade of 3 rd Class Plus NYSC Certificate		7/2	
8	4-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate		7/1	
9	4-year Degree with a grade of First Class Plus NYSC Certificate and a	Admi. Officer; Accountant I; Technologist I;	8/8	

	Master's Degree	Senior Technical Officer; Systems Programmer I; Systems Analysts I; Senior Stores Officer;		
10	4-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		8/7	
11	4-year Degree with a grade of 2/1 Plus		8/6	
	NYSC Certificate and a Master's Degree	Internal Auditor I; Medical Lab Technologist I;		
12	4-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		8/5	
13	4-year Degree with a grade of 2/2 Plus NYSC Certificate and a Master's Degree		8/4	
14	4-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		8/3	
15	4-year Degree with a grade of 3 rd Class Plus NYSC Certificate and a Master's Degree		8/2	
16	4-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		8/1	

17	4-year Degree with a grade of First Class Plus NYSC Certificate, a Master's Degree and a PhD	Assistant Registrar; Senior Accountant; Principal Technical Officer; Senior Technologist; Senior System Programmer; Senior Systems Analyst; Principal Stores Officer; Senior Internal Auditor;	9/8	
18	4-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and a PhD		9/7	
19	4-year Degree with a grade of 2/1 Plus NYSC Certificate, a Master's Degree and a PhD		9/6	
20	4-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate,		9/5	
	a Master's Degree and a PhD	Senior Medical Lab Technologist;		
21	4-year Degree with a grade of 2/2 Plus NYSC Certificate, a Master's Degree and a PhD		9/4	
22	4-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and a PhD		9/3	

23	4-year Degree with a grade of 3 rd Class Plus NYSC Certificate, a Master's Degree and a PhD		9/2	
24	4-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and a PhD		9/1	
25	5-year Degree with a grade of First Class Plus NYSC Certificate	Admin. Officer; Systems Analyst I; Systems Programmer I; Architect II; Quantity Surveyor II; Engineer I; Senior Technical Officer; Technologist I; M Medical Lab Technologist I;	8/8	
26	5-year Degree with a grade of First Class, Plus NYSC Exemption or Exclusion Certificate		8/7	
27	5-year Degree with a grade of 2/1 Plus NYSC Certificate		8/6	
28	5-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate		8/5	
29	5-year Degree with a grade of 2/2 Plus NYSC Certificate		8/4	
30	5-year Degree with a grade of 2/2 Plus		8/3	
	NYSC Exemption or Exclusion Certificate			

31	5-year Degree with a grade of 3 rd Class Plus NYSC Certificate		8/2	
32	5-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate		8/1	
33	5-year Degree with a grade of First Class Plus NYSC Certificate and a Master's Degree	Assistant Registrar; Senior Systems Analyst; Senior Systems Programmer; Architect I; Senior Quantity Surveyor; Senior Engineer; Principal Technical Officer; Senior Medical Lab. Technologist;	9/8	
34	5-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		9/7	
35	5-year Degree with a grade of 2/1 Plus NYSC Certificate and a Master's Degree		9/6	
36	5-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		9/5	
37	5-year Degree with a grade of 2/2 Plus NYSC Certificate and a Master's Degree		9/4	
38	5-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		9/3	

39	5-year Degree with a grade of 3 rd Class Plus NYSC Certificate and a Master's Degree		9/2	
40	5-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		9/1	
41	5-year Degree with a grade of First Class Plus NYSC Certificate, a Master's Degree and PhD	Senior Assistant Registrar; Principal Systems Analyst; Principal System Programmer; Senior Architect; Principal Quantity Surveyor; Principal Engineer; Principal Technical Officer I;	11/8	
42	5-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD		11/7	
43	5-year Degree with a grade of 2/1 Plus NYSC Certificate, a Master's Degree and PhD		11/6	
44	5-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD		11/5	
45	5-year Degree with a grade of 2/2 Plus NYSC Certificate, a Master's Degree and PhD		11/4	

46	5-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD	11/3
47	5-year Degree with a grade of 3 rd Class Plus NYSC Certificate, a Master's Degree and PhD	11/2
48	5-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD	11/1

TABLE: 7.2 INITIAL PLACEMENT OF HOLDERS OF GRADED 5-YEAR DEGREE PROGRAMMES

S/N	QUALIFICATIONS	RANK	SALARY PLACEMENT (CONHESS)	REMARKS
1	5-year Degree with a grade of First Class Plus NYSC Certificate	Staff Nurse/Midwife; Nurse Tutor II; Pharmacist;	9/8	1No Step can be increased subject to: i. 1-year cognate experience and, ii. a maximum of 2 years
2	5-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate		9/7	
3	5-year Degree with a grade of 2/1 Plus NYSC Certificate		9/6	
4	5-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate		9/5	
5	5-year Degree with a grade of 2/2 Plus NYSC Certificate		9/4	

6	5-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate		9/3	
7	5-year Degree with a grade of 3 rd Class Plus NYSC Certificate		9/2	
8	5-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate		9/1	
9	5-year Degree with a grade of First Class Plus NYSC Certificate and a Master's Degree	Nursing Officer; Senior Pharmacist; Nurse Tutor I;	11/8	
10	5-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		11/7	
11	5-year Degree with a grade of 2/1 Plus NYSC Certificate and a Master's Degree		11/6	
12	5-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		11/5	
13	5-year Degree with a grade of 2/2 Plus NYSC Certificate and a Master's Degree		11/4	
14	5-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		11/3	
15	5-year Degree with a grade of 3 rd Class Plus NYSC Certificate and a Master's Degree		11/2	
16	5-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate and a Master's Degree		11/1	

17	5-year Degree with a grade of First Class Plus NYSC Certificate, a Master's Degree and PhD	Senior Nursing Officer; Senior Nurse Tutor; Principal Pharmacist;	12/8	
18	5-year Degree with a grade of First Class Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD		12/7	
19	5-year Degree with a grade of 2/1 Plus NYSC Certificate, a Master's Degree and PhD		12/6	
20	5-year Degree with a grade of 2/1 Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD		12/5	
21	5-year Degree with a grade of 2/2 Plus NYSC Certificate, a Master's Degree and PhD		12/4	
22	5-year Degree with a grade of 2/2 Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD		12/3	
23	5-year Degree with a grade of 3 rd Class Plus NYSC Certificate, a Master's Degree and PhD		12/2	
24	5-year Degree with a grade of 3 rd Class Plus NYSC Exemption or Exclusion Certificate, a Master's Degree and PhD		12/1	

TABLE 7.3 INITIAL PLACEMENT OF TEACHING STAFF MEMBERS

S/N	QUALIFICATION	RANK	SALARY PLACEMENT (CONUASS)	REMARKS
1	A 4-year Degree Programme on the grade of First Class with an NYSC Certificate	Graduate Assistant	1/4	1No Step Can be increased subject to: i. 1-year cognate experience and, ii. a maximum of 2 years.
2	A 4-year Degree Programme on the grade of First Class with an NYSC Exemption or Exclusion Certificate		1/3	
3	A 4-year Degree Programme on the grade of 2/1 with an NYSC Certificate		1/3	
4	A 4-year Degree Programme with a grade of 2/1 with an NYSC Exemption or Exclusion Certificate		1/2	
5	A 4-year Degree Programme on the grade of 2/2 with an NYSC Certificate Plus a Suitable Master's Degree	Assistant Lecturer	2/2	
6	A 4-year Degree Programme on the grade of 2/2 with an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree		2/1	
7	A 4-year Degree Programme on the grade of 2/1 with an NYSC Certificate Plus a Suitable Master's Degree		2/3	
8	A 4-year Degree Programme on the grade of 2/1 with an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree		2/2	
9	A 4-year Degree Programme with the grade of First Class with an NYSC Certificate Plus a Suitable Master's Degree		2/4	

10	A 4-year Degree Programme with the grade of First Class with an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree		2/3	
11	A 4-year Degree Programme with the grade of 2/2, an NYSC Certificate Plus a Suitable Master's Degree and PhD	Lecturer II	3/2	
12	A 4-year Degree Programme with the grade of 2/2, an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and PhD		3/1	
13	A 4-year Degree Programme with the grade of 2/1, an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and PhD		3/3	
14	A 4-year Degree Programme with the grade of 2/1, an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and PhD		3/2	
15	A 4-year Degree Programme with the grade of First Class, an NYSC Certificate Plus a Suitable Master's Degree and PhD		3/4	
16	A 4-year Degree Programme with the grade of First Class, an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and PhD		3/3	
17	A 4-year Degree Programme with the grade of 2/2, an NYSC Certificate Plus a Suitable Master's Degree and at least 6 publications made up of 3 journals and 3 conference papers	Lecturer I	4/2	

18	A 4-year Degree Programme with the grade of 2/2, an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and at least 6 publications made up of 3 journals and 3 conference papers		4/1	
19	A 4-year Degree Programme with the grade of 2/1, an NYSC Certificate Plus a Suitable Master's Degree and at least 6 publications made up of 3 journals and 3 conference papers		4/3	
20	A 4-year Degree Programme with the grade of 2/1, an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and at least 6 publications made up of 3 journals and 3 conference papers		4/2	
21	A 4-year Degree Programme with the grade of First class, an NYSC Certificate Plus a Suitable Master's Degree and at least 6 publications made up of 3 journals and 3 conference papers		4/4	
22	A 4-year Degree Programme with the grade of First class, an NYSC Exemption or		4/3	
	Exclusion Certificate Plus a Suitable Master's Degree and at least 6 publications made up of 3 journals and 3 conference papers			
23	A holder of PhD with NYSC Certificate; at least 3-year Teaching Experience; at least 11 Publications made up of 6 Journals and 5 Conference Papers; and a Certificate of	Senior Lecturer	5/2	

	Publication Verification issued by PVC.		
24	A holder of PhD with NYSC Exemption or Exclusion Certificate; at least 3-year Teaching Experience; at least 11 Publications made up of 6 Journals and 5 Conference Papers; and a Certificate of Publication Verification issued by PVC.		5/1

TABLE 7.4 INITIAL PLACEMENT OF STAFF WITH NON-GRADED 5-YEAR DEGREES

S/N	Qualifications	Rank	Salary Placement	REMARKS
1	A 5-year Degree Programme with an NYSC Certificate	Assistant Lecturer	2/4	1No Step Can be increased subject to: i. 1-year cognate experience and, ii. a maximum of 2 years.
2	A 5-year Degree with an NYSC Exemption or Exclusion Certificate		2/3	
3	A 5-year Degree Programme with an NYSC Certificate Plus a Suitable Master's Degree	Lecturer II	3/4	
4	A 5-year Degree Programme with an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree		3/3	
5	A 5-year Degree Programme with an NYSC Certificate Plus a Suitable Master's Degree and a PhD	Lecturer I	4/4	
6	A 5-year Degree Programme with an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and a PhD		4/3	
7	A holder of PhD with NYSC Certificate; at least 3-year Teaching Experience; at least 11 Publications made up of 6 Journals and 5 Conference Papers; and a Certificate of Publication Verification issued by PVC	Senior Lecturer	5/2	

8	A holder of PhD with NYSC Exemption or Exclusion Certificate; at least 3-year Teaching Experience; at least 11 Publications made up of 6 Journals and 5 Conference Papers; and a Certificate of Publication Verification issued by PVC.		5/1	
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TABLE: 7.5 INITIAL PLACEMENT OF HOLDERS OF 6-YEAR DEGREE PROGRAMMES

S/ N	QUALIFICATION	RANK		SALARY		REMARKS
		NON-CLINICAL	CLINICAL	CONUASS	CONMESS	
1	A 6-year Degree with an NYSC Certificate	Assistant Lecturer	Asst. Lecturer/ Medical Officer	2/6	1/6	1 No Step Can be increased subject to: i. 1-year cognate experience and, ii. a maximum of 2 years
2	A 6-year Degree with an NYSC Exemption or Exclusion Certificate			2/5	1/5	
3	A 6-year Degree Programme with an NYSC Certificate Plus a Suitable Master's Degree or Part 1 Professional Examination Certificate	Lecturer II	Lecturer II; Senior Medical Officer	3/6	2/6	
4	A 6-year Degree Programme with NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree or Part 1 Professional Examination Certificate			3/5	2/5	

5	A 6-year Degree Programme with an NYSC Certificate Plus a Suitable Master's Degree and a PhD or Part 1 & 2 Professional Exam Certificates	Lecturer I	Lecturer I; Principal Medical Officer	4/6	3/6	
6	A 6-year Degree Programme with an NYSC Exemption or Exclusion Certificate Plus a Suitable Master's Degree and a PhD or Part 1 & 2 Professional Exam Certificates			4/5	3/5	
7	A holder of PhD or Professional examination Certificate Parts 1 & 2 with NYSC Certificate; at least 4 Journal Papers; Community Service/Admin Duties; and a Certificate of Publication Verification issued by PVC	Senior Lecturer		5/2		

A holder of PhD or Professional examination Certificate Parts 1 & 2 with NYSC Exemption or Exclusion Certificate; at least 4 Journal Papers; Community Service/Admin Duties; and a Certificate of Publication Verification issued by PVC.			5/1		
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7.9.3 Procedure for Placement of Contract Staff

- i. A foreign contract staff should have his/her rank and salary placement negotiated, provided the rank and salary are within the extant salary structures being used in the University.
- ii. Local contract staff, who have retired from service, should retain their retirement rank. For their salary placement, however, they should be placed on the immediate grade level below their retirement salary grade, while maintaining their retirement salary step.

7.1.1 Procedure for Placement of Staff Accepted on Transfer of Service

- i. Staff members duly accepted on the transfer of service from other scheduled public service should be placed laterally on the same rank and salary level as in their former organisations.
- ii. The years of service they put in their former organization should be reckoned with for their career progression as though they put them in the services of the University.
- iii. Where the salary structure in the former organisation is not operated in the University, it should be converted to the

appropriate university salary structure equivalent in line with the extant conversion procedure approved by the Federal Government.

7.1.2 Procedures for Petition against Non-Promotion

- i. Promotion is not a right but when some staff are promoted, it is in the spirit of justice to promote all other equally qualified staff *mutatis mutandis*.
- ii. Petition against non-promotion must be reasonable and a result of perceived error or injustice. The onus lies with the petitioner to justify the petition.
- iii. A member of staff not satisfied with a decision of the Central A& PC concerning his promotion may submit an appeal to the Vice-Chancellor through his Head of Department and Chairman of Complex.
- iv. The Vice-Chancellor may, on the strength of its merit, refer the appeal to the Publication Verification Committee and or Central A & PC for reconsideration.
- v. In case the appeal is not successful, the result of the appeal along with the reasons must be communicated to the petitioner, his head of department and the complex chairman.
- vi. The Central A&PC, which is a council committee, is the highest body for promotion petitions.

Chapter 8

FINANCIAL ADMINISTRATION

8.1 Main Financial Authorities of the University:

- i. The Governing Council has the overall responsibility of managing, supervising, directing and controlling the University funds, finances and properties.
- ii. The Vice-Chancellor is the Chief Accounting Officer of the University responsible to the Governing Council. In this regard, he/she manages the day-to-day finances and properties of the University.
- iii. The Bursar is the Chief Financial Officer of the University answerable to the Vice-Chancellor. He briefs/advises the Vice-Chancellor daily and the Council, through the Vice-Chancellor, quarterly on all financial matters.
- iv. Directors of institutes and centres exercise financial powers as statutorily delegated to them by the respective statutes and other relevant regulations creating the institutes and centres.

8.1.1 Other Officers with Financial Responsibilities

- i. Principal Officers (POs), Deans, Directors and Heads of Department (HODs) are the chief approving and accounting officers of their respective financial jurisdictions, where there are domiciled accounts or operating expense allocations. Where there are none, their recommendations are essential in processing the release of funds for purchases and the operations of their jurisdictions or settlement of staff claims at the higher level. They are in turn answerable to the Vice-Chancellor.
- ii. The Resident Accountant is responsible for collections, disbursements, banking etc. of all monies coming into the coffers of the faculties, departments and units. In the discharge of his responsibilities, the Resident Accountant is answerable to the PO, Dean, Director or HOD of the jurisdiction.

8.2 Responsibilities of Accounting Officer(s)

The Accounting Officers are responsible for ensuring:

- i. The judicious and procedural administration and management of funds in their respective jurisdictions.
- ii. Revenues/collections are properly administered and statutory shares of the revenue are channelled to the appropriate beneficiaries.
- iii. All moneys are properly accounted for through retirements, reports etc.
- iv. All monies collected or spent are respectively credited and debited in the vote books of the financial jurisdiction by the Resident Accountant.
- v. All monies collected should be expeditiously banked and should not stay for more than 24 hours unbanked.
- vi. The resident Accountant or Group Accountant has performed these and all other financial functions effectively and diligently.
- vii. The resident Auditor assists him/her in monitoring the finances of the jurisdiction and must take audit queries seriously. Audit queries serve as checks and balances to ensure public funds are not committed wrongly, or lost unnecessarily.
- viii. Audit queries and any reasonable suspicion of misappropriation or mishandling of funds are promptly investigated and referred to the central administration for appropriate action in accordance with the extant regulations.
- ix. All audit queries are replied to in all circumstances.
- x. all staff have duly discharged their financial obligations as and when due, particularly in the retirement of funds. Defaulting staff should be reported by the Resident Accountant to the CAO, who would authorise a formal letter to be written to such defaulting staff prompting him/her to expedite action. If after one week of writing such a letter the staff still did not act, a query should be issued and the case be referred to the central administration for appropriate action in consonance with the extant regulations.
- xi. quarterly financial report is submitted to the Vice-Chancellor, by all the sub-CAOs (POs, Deans, Directors,

HODs etc.). Such reports must, among other things, indicate sources of funds, expenditure, and the sources of authority for the expenditure.

8.2.1 Things to Note by the CAOs and sub-CAOs

- i. any financial officer that exceeds an allocation made to his jurisdiction without proper authority shall be surcharged or queried.
- ii. delegation of duty does not infer delegation of responsibility. Therefore, all acts of commission or omission shall be construed as having been committed by the accounting officer.
- iii. incurring expenditure without following the laid down procedure will lead to holding the officer controlling the vote responsible for the action.
- iv. it is the responsibility of an officer controlling a vote to monitor and align the expenditure of his unit with the provisions made in the annual estimates. Any payments or charges not appearing in the vote book should be fully investigated and report thereof rendered to the Bursar.
- v. sub-CAOs should consult and sound out the Bursar whenever necessary for clarifications and guidance.

8.3 Virement

- i. It is gross financial misconduct to vire funds, i.e. applying money meant for a specific purpose to a different purpose. This is particularly more grievous where the source of the funds is either the statutory Federal Government allocation or third-party donors, which are normally tied to specific projects.
- ii. Virement should be promptly reported to the Vice-Chancellor and Bursar for necessary action.
- iii. Application for legitimate virement should be sent to the Vice-Chancellor/Bursar by the vote holder, for approval before commitment, stating the reasons for it, provided no virement is allowed on personnel grants.

8.4 Claims

- i. Claims are of two types.
 - a. Claims with Approval (C with A): Where funds have already been approved but the release is still being processed, a staff may incur out-of-pocket expenses (OPE) to keep to the official timeline or meet service exigencies, and thereafter claim a refund via the approval already given, after a successful retirement and verification of the expenses.
 - b. Claims without approval (C without A): Where service exigencies or interest require money to be spent, which circumstantially cannot wait for the usually long administrative procedure, the accounting officer can authorise OPE with a view to redeeming same, through the normal fund request and release processes, later.
- ii. Invariably, all claims must be approved or endorsed by the CAO of the jurisdiction *ab initio*.
- iii. Plausible circumstantial evidence could, however, be accepted for C without A.

8.4.1 Procedure for Retirement of Claims

- i. Subject to a justifiable force majeure, all items officially purchased must be presented to the chief Internal Auditor, Resident Auditors or their representatives for sighting, inspection and verification before use.
- ii. In extreme circumstances (e.g. C without A), the residue or parts of a vehicle, building, etc replaced must be presented to the auditors for verification.
- iii. Similarly, such items must be presented to the Chief Stores Officer or his representative for issuance of Store Receipt Voucher (SRV).
- iv. Claims must be retired within one week of incurring the expenditure or concluding the assignment/event.
- v. Retirement of claims must be duly endorsed by the CIA or his/her representative.
- vi. Staff must write an explanatory note forwarding the formal

approval for the claims, audit-endorsed receipts of expenses and SRV as evidence of expenditure.

8.5 Procedure for Advances

- i. Advances should be sequel to an application by the beneficiary staff or department/unit to or through the CAO and a formal approval by the relevant authority.
- ii. Approval for advances should be strictly on merit and subject to budgetary provisions and availability of funds.
- iii. As monies are kept in budget categories according to their sources or purposes, requests or approvals must indicate the category to be used in defraying the particular expenses.
- iv. CAO should frequently inquire about the state of finances of his jurisdiction. Where the turnover of income and expenditure is high, the CAO should demand and have, from the Resident Accountant, a bank statement of account, to guide in the consideration and approval of applications for funds.
- v. In the same manner as claims, advances should follow the same procedural pattern of presenting purchased items to the Chief Internal Auditor or his representative for inspection and verification, and to the store for SRV, before use.
- vi. Advances must be retired within one week of incurring the expenditure. As in claims, the retirement of advances must be duly endorsed by the CIA or his/her representative.

8.6 Duty Travel Allowance (DTA)

Following the consolidation of the allowances meant for staff feeding and accommodation into fixed rates for all categories of staff, the retirement of DTA has become unnecessary. Staff may, therefore, not retire these two consolidated allowances. However, the other components of the DTA package must be retired in the same manner as the other official expenses. These include vehicle services, fueling, repairs and any other incidental expenses that are incurred. Procedures for claim and processing DTA are as follows:

- i. The CAO should assign responsibility for an official travel to a staff, who in turn, applies for DTA to facilitate the travel.
- ii. Request for DTA must be approved or recommended by the POs, Deans, Directors or HODs or by other relevant authority.
- iii. Approval of DTA means a certification that the trip is necessary for the conduct of the duties of the jurisdiction and that the staff is the most appropriate staff to undertake the trip.
- iv. Staff requests for transport-related expenses must be vetted and verified before approval or recommendation.
- v. Other DTA components relating to vehicle fueling, repair and services must be duly retired.
- vi. DTA rates at all times should be as stipulated by extant government circulars.

8.7 Death of Staff

Reports of the death of serving staff should be received from either their immediate supervisor or members of their family. As soon as such a report is received, a sub-CAO should notify the Vice-Chancellor, the Registrar, and the Bursar, who will direct the stoppage of further salary payments to the deceased staff member's account, effective from the date of death. Other procedures are:

- i. Application by the deceased's next-of-kin for death benefits to be paid by the group life insurance company, should be considered, and treated as appropriate.
- ii. Request for death benefits should be accompanied by the following documents:
 - a. Application by next of kin;
 - b. Duly filled/signed university clearance certificate certifying that the deceased was not indebted;
 - c. Court Affidavit identifying next of kin and his/her contact/bank details;
 - d. Duly stamped death/coroner certificate issued by a hospital, traditional ruler/religious leader or an alternative acceptable to the Vice-Chancellor.

- iii. The CAO should, in conjunction with the deceased's family, initiate and recommend passing of gratuity claims on behalf of the deceased to the National Pension Commission (PENCOM).

8.8 Procedure for Administration of Imprests

Imprests are sums of money advanced to officers to meet expenditures for which vouchers cannot be presented immediately for payment, for reason of the size or frequency of the expenditure, or both. They describe sums of money advanced to committees, departments, units or cash officers to meet minor expenditures for their continuous operations. Imprest could also be for a long-time assignment meant to run for a year or more. Other imprest descriptions and procedures are:

- i. It may be meant for a specific time and may be replenished from time to time during a financial year.
- ii. When the amount advanced is exhausted and the duration specified for it is due, the imprest is replenished upon submission of receipts and other evidence of expenditure in full retirement of the imprest amount earlier advanced.
- iii. Reimbursement is recommended or approved by the CAO as a sign of conviction that the assignment is still worth the expenses and that meaningful deliverables are achieved or could be achieved.
- iv. Standing imprests are normally approved for standing Committees.
- v. A Special Imprest should be approved or recommended for an ad hoc assignment, which is a one-off and characterised by a short duration.
- vi. Imprest amount must be retired in full within the period allowed or when the assignment is completed, provided all imprest shall be retired within one week at most, from the date of the completion of the assignment or the end of the imprest period.
- vii. The secretary of the committee or the officer to hold the imprest should submit an application for an imprest, stating the amount and the purpose for which it is required. All applications must be endorsed by the relevant POs, sub-

- CAOs, HODs, chairmen of committees, etc.
- viii. Every imprest holder shall keep a cash book and record all payments.
 - ix. All imprest payments must be supported by vouchers in the prescribed format which will be raised, approved and receipted.
 - x. Vouchers will carry the code of the charge and the imprest holder will retain a copy of each voucher.
 - xi. Entries will be made in the petty cash book on the day the transactions occur, and the full particulars of each receipt or payment will be shown.
 - xii. The petty cash book must be balanced and ruled off daily and the cash in hand regularly checked.
 - xiii. Imprest cash shall be kept separate from other monies at all times.
 - xiv. Imprest holders must duly observe all regulations regarding the control of expenditure and the disbursement of public funds and are responsible for the correctness of their computations.
 - xv. They are also responsible for ensuring the early submission of requests for reimbursement.
 - xvi. For reimbursement of imprest, the holder should submit a properly completed and receipted payment voucher for the amount expended to the Vice-Chancellor/Bursar for verification and reimbursement.
 - xvii. Imprest holders should not use for the assignment other public monies that may come into their possession. Such monies must be kept separate and be accounted for in full.
 - xviii. Should retirement or repayment not be made, or not made in full, the amount, or any shortage thereof will be charged to an advance account in the name of the imprest holder, who will be personally responsible for refunding the money or the shortage.
 - xix. The accounting/approving officer for committee expenses is the chairman, while the secretary serves as the custodian/dispenser of the funds. The onus of accurate retirement rests with the chairman.

8.9 Management of Governing Boards

It is the responsibility of the CAO or Sub-CAO to ensure the following are provided for a smooth running of board meetings:

- i. Refreshments, lunch and possibly dinner for members of the board during meetings.
- ii. Sitting allowances to the eligible members at the rates stipulated by the relevant extant government circulars.
- iii. Provision of a conducive accommodation, or payment of DTA in lieu of accommodation, for the eligible members.
- iv. Provision of, or payment for, transportation at the official going rate to the eligible members.
- v. Any other expenses necessary for a successful and fruitful meeting.

8.10 Budget Preparation

- i. All CAO and Sub-CAO should estimate their annual income and expenditure based on self-need and submit the same as contributions for the university's annual budget.
- ii. Such estimates shall be deliberated and reviewed by the Senate Estimates Committee for eventual approval by the Council.
- iii. The budget should guide, direct and control the disbursement of the university funds. CAOs and sub-CAOs should seek and receive yearly budget allocations for their jurisdictions as a guide for their financial operations for the year.

8.11 Statutory Deductions

- i. All payments for goods/services are subject to relevant taxes, including VAT and withholding taxes at the normal rates.
- ii. It is the responsibility of CAOs and sub-CAOs to ensure such taxes are deducted as and when due.

8.12 Payments

- i. All payments for goods/services should be made electronically using the e-payment module as prescribed by the government.

- ii. It is the responsibility of CAOs and sub-CAOs to ensure the approved mode of official payments is strictly adhered to.

8.13 Bank Accounts

No bank account should be opened without the express approval of the Council. It is the responsibility of CAOs and sub-CAOs to ensure compliance accordingly.

8.14 Disposing University Property

- i. CAOs and Sub-CAOs have to take stock of obsolete/expired items and properties that have exhausted their book value and report to the chairman of the University Board of Survey.
- ii. The composition of the board of survey, the appointment of a licensed auctioneer and the implementation of the report of the board of survey shall be approved by the Council on the recommendation of the Vice-Chancellor.
- iii. No university asset, fixed or movable, shall be disposed of without the prior recommendation of a duly constituted board of survey.
- iv. It is the responsibility of CAOs and sub-CAOs to ensure compliance therewith.

8.15 Grants for Research and Special Projects

- i. Where grants are received from third parties for research or special projects like professorial chairs, such grants shall be put in separate bank accounts.
- ii. Operations of such accounts should be governed by the rules and regulations given by the grantors unless the grant is less than 70% of the total cost of the project.

8.15.1 Release of Research Grants

- i. Funds should be released to the researchers by way of advance. A researcher may request funds from his award in suitable instalments.
- ii. No new advances should be approved where earlier ones are yet to be accounted for.

8.16 Control of Stores

- i. A CAO or Sub-CAO shall be responsible for the general supervision and control of the stores in his department/unit.
- ii. He/she shall be responsible for certifying all store stock sheets.
- iii. All vehicles, plants, equipment, furniture and fittings purchased with university funds, donated or purchased with donated funds shall be numbered and marked with the university name or initials before being put to use.
- iv. Where a donor requires otherwise, the inscription given by the donor should be printed side by side with the university's initials.

Chapter 9

PROCUREMENT OF WORKS, GOODS AND SERVICES

9.1 Introduction

Public procurement in Nigeria involves a lot of processes and stages as enumerated by the regulations contained in the Public Procurement Act 2007 and the other regulations issued by the Public Procurement Bureau from time to time.

At Ahmadu Bello University, procurement shall be guided by the principles of efficiency, fairness/equity, economy, reliability, transparency and accountability/ethical standards.

The major procurement organs in the University shall be:

- i. University Tenders Board (UTB).
- ii. The Procurement Planning Committee (PPC).

9.2 University Tenders Board as the Chief Procurement Organ

- i. The principal procurement organ in the University is the University Tenders Board (UTB).
- ii. It is responsible for the award of procurement contracts for works, goods and services, subject to the thresholds set and reviewed by the supervisory body, i.e. the Bureau of Public Procurement (BPP) from time to time.
- iii. UTB shall be rendering a report to the University Governing Council through the F&GPC on its activities and shall abide by the advice given by the Council on the conduct of its activities in so far as such advice conforms to the regulations.

9.2.1 Composition of UTB

- i. The Board shall be chaired by the Vice-Chancellor or any other officer he may delegate to chair on his behalf;
- ii. The Deputy Vice-Chancellors;
- iii. The Registrar;

- iv. The Bursar;
- v. The University Librarian;
- vi. The Director of Academic Planning and Monitoring;
- vii. The Director PP&MS;
- viii. Director Procurement as Secretary;

9.2.2 Mandates of the UTB

- i. Approves award of contracts within its approval threshold as set and reviewed by the BPP from time to time;
- ii. Refer award of contracts that fall above its approval threshold to the Ministerial Tenders Board;
- iii. Render periodic reports to the University Governing Council, through F&GPC, giving details of its activities and abide by the Council's observations and advice;
- iv. Manage, coordinate and direct all procurement activities in the University and set standards and guides thereof in line with the procurement regulations;
- v. Appoint other procurement committees, including the Project Monitoring Committee, to assist it in discharging its functions and oversight;
- vi. Arrange for the defence of projects and estimates at the Ministerial Tenders Board.
- vii. Carry out due diligence on any contractor, where necessary, from relevant banks and public or private organisations on contractors' financial standing, technical competence and reliability before commitment;

9.3 The Procurement Planning Committee

There shall be a committee to be called Procurement Planning Committee (PPC), which shall assist the UTB in processing and in setting the stage for UTB's approval of all procurement matters. The composition of the Committee shall be as follows:

- i. Representative of the Vice-Chancellor as Chairman
- ii. Representing the unit directly in the requirement of the procurement;
- iii. Representative of the Bursary;
- iv. Representative of the Registry;

- v. Technical personnel staff with expertise in the subject matter for each particular procurement;
- vi. Representative of the legal unit;
- vii. Representative of the Directorate of Procurement as Secretary.

9.3.1 Functions of the Procurement Planning Committee

- i. Preparing the needs assessment and evaluation of the University;
- ii. Identifying the goods, works and services required;
- iii. Carrying out appropriate market and statistical surveys in conjunction with the Directorate of Procurement or the Department of Planning, Research and Statistics (where available);
- iv. Preparing an analysis of cost implications of proposed procurement;
- v. Aggregating University requirements whenever possible, both within and between the procuring faculties and departments of the University, in order to obtain economy of scale and reduce procurement cost;
- vi. Integrating the procurement estimates into the yearly budget of the University; and,
- vii. Prescribing appropriate methods for effecting the procurement and securing necessary approval for implementation.

9.4 Procurement Planning Stage

This is the first stage in the public procurement process. It entails the identification of what needs to be procured, how projects can best be met, the scope of the goods, works or services require, what procurement strategies or methods to be deployed, setting the time frames and the responsibilities for the full procurement process. It involves determining what needs to be procured, when, and how.

9.4.1 Needs Assessment and Evaluation

- i. At the appropriate time of each year (usually last quarter), the Vice-Chancellor appoints a Procurement Planning

Committee to prepare a budget for all activities to be executed within the incoming financial year.

- ii. The Procurement Planning Committee (PPC) should, at an appropriate time, send out a circular requesting all faculties, teaching and non-teaching departments, etc to submit to it their procurement plan for the year being considered.
- iii. The faculties and departments, upon receipt of the circular, should request for inputs from all units under them.
- iv. The Units should identify felt needs in the form of items to be supplied, construction works to be built and/or consultancy services to be procured for effective service delivery.
- v. A defence committee may be appointed by each faculty and department to screen the submissions of the units and to give the units a fair hearing to defend their submissions.
- vi. The screened and defended submissions of the faculties and departments are then forwarded to the PPC for further screening. The Committee may organise a defence forum for heads of departments to justify the proposed expenditure and the necessity of the required procurement item(s).
- vii. It should also consider and screen building designs and supply plans.
- viii. The Committee shall categorise procurement plans into works, goods and services and set realistic timelines for the critical steps and approval cycles in the procurement process.

9.4.2 Aggregation and Integration

- i. The PPC should, whenever possible, aggregate requirements both within and between procuring faculties and departments to obtain economies of scale.
- ii. Planned procurement expenditures should be integrated into the yearly budget.

9.4.3 Composing of University Budget

- i. The successfully defended procurement items are then mainstreamed by the PPC into the proposed University budget;
- ii. The draft budget should then be sent to the University Tenders Board (UTB), for consideration and approval;
- iii. UTB should forward the endorsed draft budget to the Finance and General Purposes Committee (F&GPC) for consideration and approval;
- iv. Upon approval by F&GPC or Council, the proposed budget should then be sent to the Federal Ministry of Education for collation and further necessary action.

9.5 Implementation Stage

9.5.1 Registration of Contractors:

The steps for registering contractors shall be:

- i. At the UTB's request, the Secretary of the Board shall periodically invite, through the appropriate media, applications from interested contractors for registration with the University for contract award consideration.
- ii. The UTB secretary shall meet with contractors from time to time to inform them of the procedure for contractor registration, current registration fees, and any other procedural changes introduced by UTB or BPP.
- iii. All decisions of the UTB on registration applications shall be promptly communicated to the respective applicants, stating the reasons for non-approval in the cases where registration is denied.
- iv. Only registered contractors are eligible to bid for any contract advertised by the University.

9.5.2 Appointment of Procurement Committee (PC)

The Vice-Chancellor shall appoint PC to handle specific membership and responsibilities in implementing the University's procurement plan as specified hereunder:

9.5.3 Membership of Procurement Committee

- i. The head of the Directorate of Procurement or any other suitable staff the Vice-Chancellor may appoint as Chairman;
- ii. Director of Physical Planning and Works;
- iii. Technical personnel who are knowledgeable in the subject matter of the procurement under consideration;
- iv. A member of the Technical evaluation committee of the Department or Unit being procured, who is knowledgeable in the subject matter of the procurement under consideration;
- v. The designated procurement officer of the procuring faculty or department, whose procurement is being considered at a particular meeting;
- vi. A rep of the legal unit;
- vii. Representative of the Directorate of Procurement as Secretary;

9.5.4 Terms of Reference

- i. Advertise and solicit bids in compliance with guidelines issued by the BPP from time to time;
- ii. Where applicable, determine and set bid security;
- iii. Design and issue bid-submission receipt;
- iv. Receive and maintain appropriate documentation for bids received, examine bids received, obtain a 'certificate of No Objection' to contract award and make submissions to the University's Tenders Board;
- v. Debrief the bid losers on request;
- vi. Resolve complaints and disputes, if any;
- vii. Obtain and confirm the validity of any performance guarantee;
- viii. Announce and publicise contract awards;
- ix. Execute all contract agreements.

9.6 Contractor Selection Processes

9.6.1 Advertisement for Tender

The advertisement procedure shall be as follows:

- i. A Procurement Notice Board, located in a public area within the University, must be maintained for the posting of procurement notices and solicitations.
- ii. The PC should design and send to the UTB a draft advertisement and invitation to bid, taking care of all the normal advertisement features provided in the regulations and adding any other compatible regulations the University might deem expedient.
- iii. The UTB considers and approves the advertisement and directs the Directorate of Information and Protocol to liaise with the BPP for the schedule of the publication of the upcoming issue of the Federal Tenders Journal to determine the date for the publications in the other national dailies.
- iv. A procurement advertisement should concurrently appear on the same date in the Federal Tenders Journal and the two selected national dailies.

9.6.2 Pre-Qualification

National Competitive bidding for the procurement of large and complex works or supply of equipment or procurement of highly specialized contracts, may require prequalification of bidders. The procedure for prequalification shall be as follows:

- i. The criteria for prequalification shall be drawn by UTB containing parameters that assess core competencies in the work or the equipment to be procured. Other parameters shall include evidence of payment of taxes, registration of core staff with relevant professional bodies, prior experiences, registration with the corporate commission and registration of core staff with the pension fund administrator.
- ii. Only prequalified entities shall be invited to bid.
- iii. Prequalification may attract costs to be borne by the applicants to cover the cost of printing, delivery and administration.

- iv. The result of the prequalification exercise shall be notified to all applicants in writing.
- v. The successful applicants shall be invited to submit a financial bid and their list will be published in the procurement journal and the university's website.
- vi. Disqualified applicants shall be notified of the main reasons for not having been prequalified.
- vii. The Vice-Chancellor may appoint a Pre-Qualification Committee to handle this task.

9.6.3 In-House Price Benchmark

- i. The Procurement Officer (Director of Procurement) should establish a price data bank derived from appropriate market and statistical surveys.
- ii. The in-house price benchmark shall be updated quarterly or at a shorter period depending on the acuteness of inflation.
- iii. All items that are regularly procured in the University should appear in the databank reflecting current prices.
- iv. The in-house price benchmark should at all times, be strictly restricted to the Procurement Officer and the Vice-Chancellor only, provided the prevailing in-house item prices of the items being procured, could be announced at the bid opening.
- v. Construction works should be meticulously costed by competent in-house staff members. Where necessary, however, the costing may be outsourced.
- vi. Steps should be taken to ensure the confidentiality of cost details.

9.6.4 Building Design

- i. Building designs must be drawn by competent and professional personnel or consultants.
- ii. The inputs of the end-users must be factored into the design.
- iii. Designs must be considered and approved by UTB and F&GPC/Council before implementation, provided a design for minor work would be approved for implementation by the UTB or the VC.

- iv. UTB and F&GPC may request the building designer to explain any technicality and puzzle about the design before approving it.
- v. UTB and F&GPC may engage the hand of another competent professional to assist in scrutinising and vetting a design before approval.
- vi. All building designs must conform with the University's Master Plan.

9.6.5 Bid Opening:

The Vice-Chancellor shall appoint a Bid Opening Committee chaired by himself and with the Director of Procurement as Secretary.

The committee shall open the tenders in public.

9.6.5.1 Membership of Bid Opening Committee:

- i. Vice-Chancellor or his appointed representative as Chairman
- ii. Other principal officers
- iii. Representatives of bidders
- iv. Director PP&MS
- v. Director Procurement as Secretary
- vi. 2 non-member representatives, one each from a recognised private sector professional organisation and in a non-governmental organisation working in any of the transparency, accountability and anti-corruption areas to be in attendance.

9.6.5.2 Terms of Reference of the Committee:

- i. Ensure all bids were received before the deadline or the date specified in the tender documents or any extension of the deadline;
- ii. Permit attendees to examine the envelopes in which the bids were submitted to ascertain that the bids have not been tampered with;
- iii. Cause all the bids to be opened in public, in the presence of the bidders or their representatives and any interested member of the public;

- iv. Ensure that the bid opening takes place immediately following the deadline stipulated for the submission of bids or any extension thereof;
- v. Ensure that a register is taken of the names and contact details of all those present at the bid opening and the organisations they represent, which shall be recorded and kept by the secretary of the UTB;
- vi. Call-over to the hearing of all present, the in-house item price and assessed completion period for the procurement at hand as well as the names, and addresses of each bidder, the total amount of each bid, the bid currency, the bid completion period, discount, if any and record these details in the minutes of the bid opening;
- vii. Handle liaison with any bidder in respect of the bid opening exercise;
- viii. Forward through the Vice-Chancellor (via administrative channel) for the UTB, the opened bids to the Technical Evaluation Sub-Committee (TESC) for further processing;
- ix. Provide the opportunity for all bidders or their representatives to ask questions or give feedback about their satisfaction or dissatisfaction with the procedure of the bidding processes.
- x. All expressed dissatisfactions must be resolved through dialogue and by two-thirds votes of members present

9.6.6 Technical Evaluation Sub-Committee (TESC):

The Vice-Chancellor or the UTB shall constitute the TESC, which shall be chaired by the Director of Procurement.

9.6.6.1 Terms of Reference of the TESC:

- i. Receive opened bids from the UTB or Vice-Chancellor for processing
- ii. Ensure bids have been properly signed and changes have been initialled;
- iii. Ensure bids have been accompanied by a valid bid security if required;
- iv. Ensure bids have met the laid down eligibility requirements;
- v. Ensure bids are complete;

- vi. Ensure prices are quoted for all the items in the lot or package as stipulated in the bid document;
- vii. Ascertain whether bids contain computational errors;
- viii. Ensure the bids are generally in order;
- ix. Recommend rejection of bids which do not substantially conform to the specifications, contain inadmissible reservations or are not otherwise substantially responsive to the bid document;
- x. Ignore minor mistakes on procedural grounds, that can be rectified through the clarification process;
- xi. Adjust arithmetical errors and notify the affected bidders. Recommend rejection of a bid where the bidder does not agree with the notification of corrections made;
- xii. Recommend rejection of supply bids where major deviations are noticed, including incompatibility with the technical specification, unacceptable commercial terms and proposed performance criteria which do not meet those specified in the bid documents;
- xiii. Recommend rejection of civil works where major deviations are noticed, including unacceptable subcontracting contrary to the terms in the bid document, unacceptable time phasing in construction, unacceptable alternative design if the alternative design is permitted or proposing an alternative design when none is permitted and the bid does not respond to the actual design requested, proposing a bid subject to price adjustment when the bid document calls for a fixed price, a bid from a bidder that was not prequalified, where prequalification was specified in the bidding process;
- xiv. Design and use a verifiable checklist of qualifying parameters and scoring parameters for screening and assessment of bidders and bids;
- xv. Use in-house prices and best-practice price loop to screen and compare bid prices and disqualify bids that are outside the price loop;
- xvi. Rank qualified looped bids in order of their approximation to the in-house price and the order of lowest to highest;

- xvii. Submit a report of each exercise to the UTB with appropriate prayers.

9.6.6.2 Further Guidelines for the TESC:

- i. The Committee should ab initio aim to secure UTB's or the Vice-Chancellor's approval of the bid screening criteria it designed before implementation;
- ii. The Committee should also confirm whether bidding companies possess the mandatory documents like evidence of registration with the Corporate Affairs Commission, evidence of payments of VAT and Withholding Tax in the previous three consecutive years, evidence of registration of company staff with PENCOM and PFA in compliance with the Pension Reform Act 2004, before subjecting their bid to scoring and ranking;
- iii. For purposes of identifying the responsive bids, the Committee should compare bidders' financial bids and score companies' cognate experience, Staff profile, possession of relevant logistics and equipment, technical competence (where prequalification was not done), neatness and accuracy of submission etc.
- iv. Where technical competence is not an issue as in the supply of ordinary items or prequalified bids, selection of winner for quoted prices submitted by qualified bidders should be the basis for bid ranking;
- v. The recommendation for contract award to UTB should be in favour of the most responsive bid in the order of the screening performance;

9.6.7 Contract Agreement

- i. The Contract agreement should be in line with the Public Procurement Regulations, 2007 for Goods, Services and Works as issued by the Bureau of Public Procurement (BPP).
- ii. The Vice-Chancellor or designate shall sign the contract agreement. Where a witness is required, the University Director of Procurement shall witness. Copies of the signed

contract agreement shall be documented in four offices, viz: The Vice-Chancellor's main office, the Registrar's office, the office of the head of the procurement Directorate, and the Legal Office.

9.6.8 Contract Award

- i. For contract sums under the threshold set for the supervisory Ministry (Federal Ministry of Education), the certificate is to be awarded by the Ministerial Tenders Board.
- ii. The contract should be awarded to the lowest evaluated responsive bidder.
- iii. The contract award letter should be prepared by the Director of Procurement and signed by the Accounting Officer (VC) or his accredited representative.
- iv. Records of contract awards shall be kept in the main office of the Vice-Chancellor, Registry, Bursary, the Procurement Directorate, and the Legal Officer.

9.6.9 Project Implementation

- i. Apart from the statutory technical supervisory role of the Directorate of Physical Planning and Works, it shall be responsible for project supervision and issuance of the "Job Completion Certificate".
- ii. The job completion certificate, along with the Valuation certificate, in the case of construction works, shall be the basis for the Vice-Chancellor's approval for interim and final payments.

9.6.10 Contract Valuations

- i. Valuation shall be carried out and paid for a work, stage or phase of a construction work satisfactorily done upon request by the contractor.
- ii. Such payments should be considered as a settlement of a portion of the total contract sum.
- iii. The total amount paid for regular valuations should be deducted from the total contract sum, and the balance paid after the project in consummation of the contract, which

should not be exceeded unless where duly approved review has been made.

- iv. The Director PP&MS shall propose a template for consideration, amendment and adoption by the UTB for use as an application form for contract valuation.
- v. Contractors should collect the contract valuation form from PP&MS and fill and submit the same to the Director of Procurement when the work they handle has reached sufficient progress for interim assessment and payment of the work done.
- vi. The Director of Procurement shall present filled valuation forms at UTB meetings for consideration and payment approval or in exigencies to the Vice-Chancellor for administrative approval and ratification letter by UTB.
- vii. Site meetings may be organised by the contractor convening members of the procurement committee to inspect the work done and confirm its value.
- viii. At least three representatives of the procurement committee shall sign the valuation certification form

9.7 Project Monitoring Committee (PMC):

A PMC shall be appointed by the Council and chaired by an external member of the Council who is a member of F&GPC but not Chairman of BMC.

9.7.1 Other members of the committee:

- i. One senate member who is not a member of the council;
- ii. Head of PP&MS;
- iii. Head of the Directorate of Procurement;
- iv. Rep. Dept. of Building;
- v. Rep. Dept. of Architecture;
- vi. Rep. Dept. of Electrical Engineering
- vii. Rep. Dept. of Mechanical Engineering
- viii. Rep. Dept. of Quantity Survey
- ix. Rep. of ASUU
- x. Rep. of SSANU
- xi. Rep. of NAAT
- xii. Rep. of NASU
- xiii. Secretary

9.7.2 Terms of Reference:

- i. To inspect/conduct oversight on all projects executed with internally generated revenue, while these projects are ongoing as well as after completion;
- ii. Ensure that such projects have conformed with the approved technical designs/specifications;
- iii. Ensure compliance with the agreed project completion period;
- iv. Ensure that the projects have value commensurate with the money invested;
- v. Suspend a faulty project until further directive from the council;
- vi. Submit regular reports to the council through the F&GPC.

9.8 Budget Monitoring Committee (BMC)

There shall be a BMC to be appointed by the council and chaired by an external member of the Council, who is a member of F&GPC and who is not Chairman of PMC. Other members of the committee shall be as follows, provided appropriate staff can be coopted for their technical competence and advice.

9.8.1 Other members of the committee:

- i. A representative of the Congregation;
- ii. A representative of the Senate;
- iii. A rep. of ASUU;
- iv. A rep. of SSANU;
- v. A rep. of NAAT;
- vi. A rep. of NASU
- vii. A representative of the Undergraduate Student Representative Council;
- viii. A representative of the Postgraduate Student Representative Council
- ix. A secretary to be appointed by the Registrar

9.8.2 Terms of reference:

- i. Advise council through F&GPC on the annual draft budget before passing it to the Federal Ministry of Education;

- ii. Conduct oversight functions on appropriated capital and Needs Assessment projects;
- iii. Ensure that such projects have conformed with the approved technical designs/specifications;
- iv. Ensure compliance with the agreed project completion period;
- v. Advise Council through F&GPC on the quality and standard of capital and needs assessment projects;
- vi. Ensure that such projects have conformed with the approved designs/specifications;
- vii. Ensure that the projects have value commensurate with the money invested;
- viii. Submit regular reports to the council through the F&GPC

9.9 Ministerial Tenders Board (MTB):

- i. The UTB shall refer all projects above its monetary threshold to the MTB for necessary action.
- ii. The team to represent the university and defend its project proposals shall comprise the VC or his representative, the Bursar, the Head of PPMC, the Head of Procurement and any other staff member deemed capable of enhancing the quality of the presentations/defence.

Chapter 10

ADMISSION AND EXAMINATION OF STUDENTS

- i. Admission of students shall be into undergraduate and postgraduate programmes.
- ii. Admission into sub-degree programmes shall be governed by the regulations issued by the relevant Professional and Academic Boards (PABs) and presented to the Senate for noting and award.

10.1 Undergraduate Admission Process

- i. Programmes offered by the University are advertised in the Joint Admission and Matriculation Board (JAMB) Brochure and interested applicants are expected to apply through the JAMB via the portal online.
- ii. The Admission process is based on the existing policies of the Federal Government on the admission of candidates into the Nigerian Universities.
- iii. Candidates must write the Unified Tertiary Matriculation Examination (UTME) and obtain an equitable standard in the use of English Language (compulsory) and three other subjects relevant to the programme of study the candidate wishes to undertake as set out in the JAMB Brochure.
- iv. Candidates seeking admission must satisfy the minimum '0' level entry requirement for programmes they applied for as follows:
 - a. At least five (5) credits in relevant subjects in WAEC/NECO or equivalent at not more than two sittings.
 - b. A credit in English Language is compulsory for all programmes in the University.
- v. Candidates seeking Direct Entry admission must fulfil the '0' level entry requirement, in addition to one of the following qualifications:
 - a. ABU Diploma or any other Diploma from a recognised

- institution with not less than Merit or Lower Credit grade.
 - b. Two 'A' level/IJMB Passes.
 - c. Merit passes in two relevant major subjects at NCE.
- vi. JAMB convenes Policy Committee meetings after the release of UTME examination results to brief degree-awarding Institutions on the modalities for the successful conduct of admissions in view. At the meeting, the National cut-off point is fixed, and institutions are given lists of their candidates in soft and hard copies.
- vii. Institutions may decide to fix their cut-off points, which may be higher but not lower than the national cut-off point.
- viii. Upon receipt of the list of candidates that applied to ABU, the Academic Affairs Department sorts out the list according to Faculties and programmes and also filters out candidates with scores less than the ABU cut-off point. Similarly, the names of candidates with wrong UTME subject combinations are filtered out.
- ix. The list of qualified candidates is then presented to the Post-UTME Screening Committee for the conduct of the Post-UTME screening exercise. At the end of the screening exercise, the Committee, after an analysis of the performance of candidates proposes cut-off marks for each programme. The results of the post-UTME screening exercise and the proposed cut-off marks are forwarded to the Central Admission Committee, which is chaired by the Vice-Chancellor.
- x. Subsequently, the Central Admission Committee would meet to consider and ratify the recommendation of the Post-UTME Screening Committee in respect of the admission exercise.
- xi. Thereafter, the Deans of Faculties are given admission guidelines, cut-off points, admission quota and Post-UTME screening results for their programmes. Each Dean will be required to recommend 80% of the quota allocated to the Programmes under their faculties from the list of qualified

candidates given to them within a time frame and submit the list of the recommended candidates to the Central Admission Committee for consideration and approval.

- xii. A meeting of the Central Admission Committee will be convened where Deans of Faculties will defend their submissions. Any abnormality in the submissions will be withdrawn and necessary corrections made and re-submitted.
- xiii. The same procedure may be followed for the remaining 20% of the admission or the Central Admission Committee may directly admit the remaining 20%.
- xiv. Recommendations for admission by the University shall be ratified by the JAMB.

10.1.1 Offer of Admission

- i. After the ratification, the JAMB issues notifications of admission to the candidates.
- ii. The Registrar of the University shall also issue letters of provisional admission to the admitted candidates.
- iii. Before issuing letters of provisional admission, the Registrar will check each candidate's results in the SSCE/NECO or other approved equivalents Master Lists. Only candidates with valid results will be registered.
- iv. The results of international students shall also be subjected to appropriate verification exercises.

10.1.2 Procedure for Registration of Newly Admitted Undergraduate Students

- i. Only the Registrar of the University will issue letters of provisional admission to the admitted candidates. The letter will state that it must be accepted by a certain date or it lapses and the place may be filled by another candidate.
- ii. Admitted candidates are expected to print the notification of admission at portal.abu.edu.ng/form using their Post-UTME login details.
- iii. Candidates will proceed to their respective Faculty

Registration Teams for screening with the following documents:

- a. JAMB Admission Letter
- b. University Notification of Admission
- c. Original Credentials

- iv. Candidates should use the student portal (portal.abu.edu.ng) to update their bio-data, view and make payment of school charges.
- v. Payment is to be made via ABU Micro-Finance Bank e-wallet, REMITA using the option of POS (Point of Sale) at the designated offices within the campus, online payment or by printing the REMITA RETRIEVAL REFERENCE (RRR) slip and proceeding to any bank.
- vi. After successful payment, candidates return to the portal to print the University admission letter at <https://portal.abu.edu.ng/>.
- vii. Candidates will proceed to do course registration as provided by the respective departments.
- viii. No candidate should be registered with an abbreviation in his/her name(s).
- ix. The name, date of birth and matriculation number of a registered student shall be maintained in all records and will be the particulars for graduation.

10.2 Postgraduate Admission Procedure

- i. A candidate wishing to enrol for a Postgraduate Diploma, Master's or Doctoral degree in Ahmadu Bello University shall apply for provisional admission through the Postgraduate College portal.
- ii. Applications for admission into Postgraduate Studies at Ahmadu Bello University will be advertised annually.
- iii. Application for admission will be made online via the College portal.
- iv. All candidates shall supply the names of three academic referees.
- v. Candidates must fulfil general O/level basic requirements

including English Language and Mathematics where applicable.

- vi. First-class graduates of ABU shall, on request, be considered for MPhil/PhD admission.
- vii. Second Class (Upper Division and Lower Division) are considered for admission into the master's programmes
- viii. A third class + PGD qualify an applicant for admission into Master's Programmes.
- ix. The Postgraduate College shall forward each candidate's application to the respective Departments through the Dean of the Faculty for consideration and recommendation.
- x. The Department through the Faculty/Academic Boards shall forward a recommended list of candidates along with a provisional list of supervisors in each case to the Board of the Postgraduate College.
- xi. Neither the Postgraduate College nor the University Senate shall be obliged to give reasons for rejecting any applicant for postgraduate studies.

10.2.1 Procedure for Registration of Postgraduate Students

- i. Upon acceptance of the offer of provisional admission, each candidate shall be given a three-month provisional registration period by the Postgraduate College.
- ii. Tuition and other fees shall, except where exemption has been granted by the University, be payable by all candidates provisionally registered for postgraduate studies at rates prescribed from time to time by the University.
- iii. All admitted candidates including staff-in-training must pay acceptance and publication fees during registration and statement of results at the point of graduation.
- iv. At the end of every first semester, Departments shall apply through the Faculty Postgraduate and Postgraduate College Boards to the Senate for confirmation of admission and approval of the Supervisory Committee of Students.
- v. For a student to retain his/her residency and remain a bona fide postgraduate student, he/she shall register with the Postgraduate College at the beginning of every academic session until examined on the Project/Dissertation/Thesis

and has submitted copies of hard-bound Project/Dissertation/Thesis and earned the Completion of Regulations Certificate (CRC) of the College.

- vi. A student shall be deemed to have fully registered only after:
 - a. Undergoing the required verification/screening (1st year only).
 - b. Payment of prescribed fees (except where exempted or waived).
 - c. Completion of course registration online and at the Departments, Faculties and Institutions.
- vii. Completion and submission of documentation to the Postgraduate College and Department.
- viii. Violation of the registration regulations shall attract a penalty fee to be determined by the Postgraduate College from time to time.
- ix. The official period of registration for new students commences from the date required in the admission letter to the date of matriculation. Failure to register within this period, the student shall be deemed to have forfeited the admission.
- x. The official period of registration for returning students starts from the commencement date of the academic session to the closing date of late registration in the approved academic calendar. Failure to register within this period by a student will be deemed to have lost the session.
- xi. No candidate/student shall be registered with an abbreviation in his/her name(s).

10.2.2 Extension of Postgraduate Registration

- xii. Candidates may apply for an extension of registration not later than three (3) calendar months before the expiration of their current registration, as when the registration expires, the candidate is deemed to have withdrawn.
- xiii. In the event of a staff-in-training exceeding the vital period of his/her study, he/she shall apply for an extension of waiver of fees from the Vice-Chancellor or he/she shall

commence payment of the relevant fees.

- xiv. A PG student may (if justified) benefit from two extensions of 12 months each for PhD student. Master students are, however, limited to two extensions of 12 and 6 months for 1st and 2nd extensions respectively.
- xv. Requests for extension are to be considered at the corresponding Faculties and recommendations forwarded to the Postgraduate College Board.
- xvi. Conditions for graduation and approval of extension requests are:
 - a. Applicants who have completed coursework, research and draft-write-up.
 - b. Staff-in-training must attach proof of waiver of fees from the Vice-Chancellor.
 - c. Applicants yet to achieve 50% of research work are not to be considered.
 - d. Other cases are to be treated on their merit.

10.3 Examinations

10.3.1 Timetable

Lecture timetables shall be prepared twice a session, for the first and second semesters. Similarly, the examination timetable shall be prepared for the first and second-semester examinations.

10.3.2 Lecture Timetable

- i. At the commencement of the first and second semesters, members of the timetable Committee shall obtain from the Head of the Department, a list of courses to be taught during first and second semesters respectively. The approximate number of students for each course shall be indicated along with the courses.
- ii. Faculty Representatives on the Timetable Committee shall submit to the Examination Office of the Academic Affairs Department, lists of available rooms for lectures and tutorials in the academic building.
- iii. The Examination office shall prepare the draft lecture timetable, based on the deliberation of the Timetable

Committee and circulate it to Heads of Departments for comments on omissions and clashes of courses.

- iv. Heads of Department shall clarify and notify the Examination Office of such complaints for rectification.
- v. The Examination Office shall display copies of the final timetable online and on notice boards to guide students when registering for courses.
- vi. In view of the above, the need for a University's Timetable Committee has become imperative.

10.3.3 Examination Timetable

- i. From the list of courses used in the preparation of the lecture timetable, the Examination Office shall prepare a draft examination timetable, which shall be circulated to Heads of Department for their comments and/or amendments.
- ii. During, after or at an appropriate time after the registration exercise, within the Semester, the Examination Office shall display the draft Timetable to guide students and to avoid clashes and conflicts.
- iii. The final Examination timetable must be ready five weeks before the commencement of the semester examination.
- iv. The printing of examination cards by the students should take place two weeks before the examination.
- v. Copies of Examination Regulations shall be distributed to all staff members by HODs for compliance three weeks before the commencement of the semester examination.
- vi. The Examinations and Records Office of the Academic Affairs Department shall make arrangements for the supply of examination materials at least four weeks before the commencement of the examination.
- vii. The Examination timetable shall be displayed online and on notice boards.

10.3.4 Preparation for Examination

- i. IAICT should prepare master lists of registered students. This should take place no more than two weeks after the add/drop exercise is completed, and it should be distributed

- to Faculties by the third week.
- ii. The add/drop period should be strictly enforced, and no more add/drop should be allowed after the expiration period. The end of the add/drop period should not extend beyond 6/7 weeks after registration.
- iii. Examination cards should be generated by the students at least two weeks before the commencement of the semester examination and distributed to Faculties.
- iv. For large classes (especially 100 and 200 levels) in relevant departments, computer- based test (CBT) should be set for continuous assessment and semester examination.

10.3.4.1 Administering Examinations

- i. All examination question papers should be submitted to the Chief Examiner along with marking schemes at least four (4) weeks before the commencement of the semester examination.
- ii. Internal (Departmental Examination Board) moderation of question papers and marking schemes should be completed three weeks before the examination.
- iii. External moderation of question papers and marking schemes should be completed two weeks before the examination.
- iv. The Chief Examiner of the Department (HOD) should have custody of moderated/corrected copies of question papers and marking schemes.
- v. Production of examination question papers (by the Departmental Examination Officer) must be under the supervision of the Chief Examination (HOD).
- vi. The Chief Examiner should deposit all examination questions for each examination session with the Faculty Examination Officer/Departmental Examination Office 45 minutes to the beginning of each examination.
- vii. Chief Invigilators should collect examination questions from the Faculty/Departmental Examination Officer, 30 minutes to the beginning of each examination and take them to the examination venue.
- viii. All invigilators should be at the venue of each examination

30 minutes to the beginning of each examination. Accreditation of students into the examination hall shall commence 30 minutes before the examination.

- ix. The invigilator should ascertain the number of examination scripts collected.
- x. Examination grades should be submitted along with answer scripts and marking schemes/model answers.
- xi. Examination answer scripts should be collected from Faculty Examination Officers by HOD/Departmental Examination Officers within 24 hours of each examination and course lectures should collect their scripts for marking within the same period. The HOD must ensure the scripts collected tally with the attendance slip.
- xii. Marking of examination scripts should be completed latest 4 weeks after the last date of examination.
- xiii. Faculty Examinations should not last more than three weeks.
- xiv. Internal (Departmental Examiners Board) moderation/coordination of results must be done by departments five weeks after the examination.
- xv. All final-year examinations must be moderated by external examiners.
- xvi. Faculty Board of Examiners shall meet six weeks after the last day of the examinations to consider and approve results.
- xvii. Senate (or Senate Standing Committee) shall meet and consider results seven weeks after the examination.

10.3.4.2 Appointment of External/Internal Examiners

- i. Appointments of external and internal examiners should be forwarded to the Senate (or Senate Standing Committee) for consideration and approval, not beyond four weeks after the commencement of academic sessions.
- ii. Departments should inform the Senate in their submissions, of the number of terms the external examiners they recommended had served. External examiners should serve for a maximum of three terms at a stretch.
- iii. The Examination Office shall issue a letter of appointment to External Examiners approved by the Senate.

10.3.4.3 Conduct of Examination

- i. Faculty/Departmental Examination Officers should be of the rank of Senior Lecturer and above.
- ii. There should be a Coordinator (normally a Professor/HOD) for each examination session. The most senior academic staff should be designated Chief Invigilator/Coordinator for each examination session.
- iii. The duration for the Examination Officer for the Faculty and a Departmental Examination Officer for the department should be two years each.
- iv. The money being given for entertainment to invigilators during the examination should be reviewed periodically.
- v. Deans and HODs should be remunerated for examination administration.

10.3.4.4 Examination Logistics

- i. Good lighting and sitting arrangements should be provided in all academic areas during examinations.
- ii. The examination software package should be used for processing and presentation of examination results.
- iii. The Departmental/Faculty Examination Offices should be suitably furnished by the University Administration.
- iv. Faculty that submits complete results within the stipulated period to the Chairman, Senate Standing Committee for consideration and approval of the Senate should be commended.

10.3.4.5 Notification of First-Degree Examination Results

- i. Faculties may put up results of the examination on their notice boards when the results have been considered by the Faculty Boards and recommendations made to the Senate provided that these are marked "SUBJECT TO APPROVAL BY SENATE". In the case of first-degree results, these should show the candidates' names, examination number, title and class (if any) of degree awarded. In other cases, they should show the candidate's name, number, and whether he has passed the examination as a whole or has carryover, is on probation or withdrawn.

- ii. After the Senate has approved the result:
 - a. Each department will issue a Statement of Results to the students, setting out the details of the results at the end of the semester.
 - b. The Registrar will issue individual statements of results to the final year students, setting out their class of degree.
 - c. The statement of results issued by the Department should carry only the letter grades (i.e. 'A', 'B', 'C', etc.) and not the numerical marks.

10.4 Issuance of Academic Transcripts and Certificates

10.4.1 Academic Transcripts

Academic Transcripts shall not normally be sent to any individual student, but only to actual or potential employers, institutions of higher learning or Scholarship Boards, on request. The procedure is as follows:

- i. For transcripts of the year 2010 and earlier, a graduate shall obtain and fill out a transcript request form from the Academic Office, and return same to the Academic Secretary;
- ii. Applicable fees (local or foreign destinations) are paid at the Cash Office of the Bursary and an original receipt is attached to the application form for processing of the transcript;
- iii. The individual applying must state the full name and address of the institution or scholarship board requesting the transcript so that the University can send it directly.
- iv. The Academic Secretary should then send the request to the office of the dean of the faculty concerned.
- v. The transcript should be signed by the Dean or in his absence by the Head of the Department of the former student or where the Dean is also Head of the student's Department and was absent, the transcript should be signed by the officer designated to act in his absence.
- vi. The transcript is then sent to the Academic Secretary for his/her signature and stamp before being forwarded to the

employer, higher institution or scholarship board, as the case may be.

- vii. Transcripts of graduates of the year 2011 and thereafter are processed electronically, via the following procedures:
 - a. Pay the stipulated fees either in cash or electronically through online processes;
 - b. The payments lead to the issuance of a log-in password;
 - c. Use the password to access and fill out the transcript request form online;
- viii. The scheduling officer at the Academic Office, Room 111, first floor, Senate Building, will see, process and send an e-transcript to the designated destination.
- ix. The Academic Affairs department shall issue Transcripts of Academic Records within 24 hours of the receipt of relevant applications and proof of payment;
- x. All procedures are subject to review from time to time.

10.4.2 Issuance of Degree, Diploma and Certificates

- i. Certificates of the award of degrees and diplomas approved by the Senate shall be sealed with the common seal of the University and signed by the Vice-Chancellor and Registrar.
- ii. Certificates awarded to students are issued by the Registry normally from the time of convocation onward.
- iii. Graduates should apply to the Registry for such certificates.
- iv. Graduates should make the stipulated processing payments for the certificates, alumni and University Advancement, through the ABU Microfinance Bank;
- v. The evidence of the payments due to Alumni and University Advancement should both be presented to the Alumni Office at the Directorate of Advancement and International Education, while the payment for certificates should be presented to the Cash Office of the Bursary, for conversion to official receipts.
- vi. After collecting official receipts, graduates should proceed to the Academic Office, Room 112, First Floor, Senate

Building to obtain a clearance form for the certificate collection.

- vii. The clearance form should be filled out, and a passport-size photograph affixed to it.
- viii. Graduates should then proceed to Room 305, third floor, Senate Building to submit the following items:
 - a. Completed clearance form;
 - b. Original official receipts collected from the Cash Office;
 - c. Original Alumni official receipts collected from the Directorate of Advancement and International Education;
 - d. Original official Advancement receipts collected from the Directorate of Advancement and International Education.
- ix. The schedule officers, upon receipt and verification of the receipts, should clear the graduate and return the original receipts to them.
- x. The graduates should return to Room 112, first floor, and submit the evidence of the clearance and the original statements of results issued to them after their studies. These documents shall not be returned to the graduates as they are properties of the University, which shall be destroyed in due course in line with the extant University's policy of destroying official documents.
- xi. Upon receipt of the documents mentioned in item 'x' above, the scheduling officers should hand over the certificates to the graduates.
- xii. In respect of the collection of sub-degree certificates, the graduates should:
 - a. proceed to the relevant institutes and centres for necessary payments, screenings and clearances;
 - b. pay certificate processing fees at the ABU Microfinance Bank;
 - c. Present the teller of the certificate processing fees to the Bursary Cash Office on the ground floor, Senate Building, for official receipts;

- d. Submit the original statements of results and certificate collection clearances obtained from the institute or centre of the study, and the official receipts obtained from the Cash Office to Academic Office, Room 112;
 - e. The scheduling officer in Room 112 will verify and confirm the documents and release the certificate to the graduate;
- xiii. Certificates are issued directly to the graduates in person. In extreme situations approved by the Vice-Chancellor, certificates could be issued to a third party certified by relevant authorities.
 - xiv. If the certificate is lost, no replacement shall be made. However, genuine loss can be replaced with a “certified true copy” provided the signatures on the copy to be certified are clear and authentic. This may attract a charge of an amount specified by the university authorities from time to time.
 - xv. All procedures are subject to review from time to time.

10.5 Academic Monitoring

- i. The Composition of the University’s Central Monitoring Committee to monitor teaching and examination is as follows:

a. Deputy Director, Quality Assurance, DAP & QA	Chairman
b. Deputy Registrar, Academic Affairs	Member
c. One Professor from each Faculty, nominated by the Faculty Standing Committee	Member
d. Admin Secretary, Directorate of Academic Planning & Monitoring	Secretary
- ii. Each Faculty and Department should set up a Monitoring Committee to monitor teaching and examination.
- iii. The Head of the Department and the Dean of the Faculty should also monitor teaching and examination activities in the Department and Faculty.
- iv. The Departmental Monitoring Committee should report to the Faculty Monitoring Committee who in turn report

to the Central Monitoring Committee.

- v. Course assessment/evaluation forms are to be made available on the portal to the students at the end of each semester.

10.6 Sanctions

- i. Any lecturer who does not complete marking the scripts of the courses he or she teaches four weeks after the stipulated period will lose 50% of his/her salary and if marking is still not completed by one month, he/she loses salary for the whole month.
- ii. If more than one lecturer examines a course, faculty/department are expected to use their discretion to ensure that marking is completed within the stipulated period.
- iii. If a lecturer fails to invigilate an examination without good cause, he/she should be advised to take the work seriously. If, on continued absence, no prior notice or arrangement has been communicated to the department, then he/she should be given a query. If, however, the answer to the query is not satisfactory, the lecturer is to face disciplinary action as this amounts to misconduct.
- iv. When a department head is incapable of controlling his department in managing examinations, he/she should be relieved of his appointment by the Vice Chancellor.

Chapter 11

INSTITUTION AND ADMINISTRATION OF PRIZES

Ahmadu Bello University welcomes and encourages the creation of new student prize awards from individuals and corporate donors.

11.1 Institution of Prizes

- i. Proposals for new prizes should be submitted directly to the Vice-Chancellor or through the Registrar.
- ii. The establishment of new prizes and their terms and conditions shall be approved by the Senate of the University.
- iii. If the prize is to be given in the form of money, the monetary value should not be less than N50,000.00 per year and should run for at least five years.
- iv. When new prizes are obtained the donor should be asked to sign an agreement empowering the University to reallocate the prize to another programme in the same or a related subject area, should the original programme associated with the prize be discontinued.

11.2 Administration of Prizes

- i. The acceptance of any prize from a donor must be approved by Senate on the recommendation of the Faculty Board concerned.
- ii. Upon the approval of a prize by the Senate, the Dean of Faculty will inform the Registrar of the name, purpose and nature of the prize, when it will start, for how long it will continue, whether the donor will endow the prize or make an annual payment and any other relevant information.
- iii. At the beginning of the second semester of each session, the Registrar will check up, and then inform the faculties the prizes that are available for award for the session. This is a necessary step because some prizes have a limited duration and a donor may fail to pay up.

- iv. All Faculty Boards should make their recommendations for the award of prizes to the Senate before the end of the session. If they fail to do so, it is their responsibility if arrangements are not completed and the prize is not awarded at convocation ceremonies.
- v. When the Senate has approved the award of a prize, the Registrar will inform the donor and ask for payment to the University.
- vi. At the time of convocation, only final-year prizes will be awarded. These prizes will be awarded and handed over, whether or not money has been received from the donor for the year. However, if he fails to pay by the beginning of the subsequent second semester, then the prize will cease and not be awarded in the subsequent years.
- vii. Faculties will make their own arrangement for the award of prizes other than final year prizes.
- viii. Prizes will not be awarded unless the level of donor performance is sufficiently high to justify the award for a particular session. This condition should be made known to prospective donors.
- ix. The Registrar will keep a register of prizes awarded and being awarded.

Chapter 12

PASSAGES AND IMMIGRATION

12.1 Passages on First Appointment and Final Departure

These will continue to be handled for all new staff and their families entirely by the Registrar and Institute Secretaries.

12.1.1 Passage Entitlements on University Business

- i. Passages for a staff member travelling on University business may be booked in accordance with a letter from the Vice-Chancellor, Registrar or Head of Department.
- ii. Passages may be booked for eligible expatriates and staff members, their wives and up to three eligible and nominated children on the final departure. Generally speaking, the University should provide passages on final departure for an expatriate staff and his family.

12.1.2 Passage Entitlements, Routes and Mode of Transport

- i. On the final departure, passages may be booked by the most direct and economical route to the registered domicile or to any place not involving great expense to the University.
- ii. Cash is not paid in lieu of passages. If a person is travelling by an abnormal route for which “passages” cannot be booked, e.g. by land, this should be taken up with the Registrar.
- iii. Passages are booked on an economy class for air travel. There is now no provision for the University to allow sea passages.
- iv. Any member of staff who wishes to make a journey costing more than the normal airfare will have to pay the extra cost himself. It is not generally acceptable to book passages for subsequent repayment without the prior agreement of the Bursar.
- v. In all circumstances, the request for passage entitlement should be verified by the Registrar.
- vi. The Human Resources Administration Department is

authorised to book passages which clearly come within the entitlement as set out above. However, if some special arrangement is sought or if there is doubt about an entitlement the Passages Officer is authorized to verify.

12.2 Booking of Air Passages

12.2.1 Applications

- i. Members of staff needing passages should obtain quotations from approved IATA travel agencies and formally apply to the Vice-Chancellor through their Head of Departments.
- ii. The Vice-Chancellor may refer such application to the Registrar for verification and thereafter grant approval if satisfied.

12.2.2 Children

On the final departure, consideration may be given for provision of passages to children under the age of 21.

12.2.3 Passages for External Examiners

- i. Processing of passages for external examiners should be handled by the department in consultation with the Postgraduate College.
- ii. As soon as possible after External Examiners are selected, the following information about them should be submitted directly to the Postgraduate College through the Dean.
- iii. This item is dealt with centrally by the passages officer. Experience has shown that it is difficult to send tickets to External Examiners coming from outside Nigeria unless arrangements are made well in advance.
- iv. For external examiners therefore, as soon as possible after they are selected, the following information about them should be submitted directly to the passages officer (and not to the Academic Affairs).
 - a. Full name.
 - b. Full contact address.
 - c. Nationality.

- v. Knowing the nationality is necessary to enable the Registrar to apply for an entry permit/visa for the beneficiaries where applicable.

12.3 Unaccompanied Baggage by Sea or Air

- i. The appropriate form should be filled in triplicate to be accompanied by bills of lading and sent to the Bursary Department.
- ii. The Bursar will check, certify and forward the form and bills to the shipping agency together with payment.
- iii. In most cases, staff members concerned must be at the airport or wharf of lading before the baggage is released because the Customs may like to open and inspect the baggage.

12.4 Train Journey

- i. In case of train travel, the Bursary will issue a rail warrant.
- ii. The code of charge should be stated.

12.5 Immigration

12.5.1 Passport for Nigerian Staff

- i. When a staff member is proceeding on study leave fellowship or official duty outside Nigeria, the University may assist him and his family with immigration responsibilities, where applicable.
- ii. The staff member should fill out passport forms and forward them to the nearest passport office with a cover letter.

12.5.2 Entry Permit/Visas (Not Devolved to Institutes etc.)

- i. Entry permit and visa processing are centrally handled and not devolved to the constituents of the University, like institutes, centres and directorates.
- ii. An entry permit or entry visa is the permission given by the Nigerian Government to any non-Nigerian to come into Nigeria.
- iii. Entry permits and visas serve similar purposes except that they are used for two different categories of people. All

commonwealth citizens (and citizens of the Republic of Ireland) wishing to come to Nigeria, are given entry permits, while the permission given to citizens of non-commonwealth countries (Aliens) wishing to come to Nigeria is called an entry visa.

- iv. For example, if a Canadian citizen, whether living in or travelling from the U.S.A. or Canada, wishes to travel to Nigeria, he/she will be given an entry permit and not an entry visa, whereas if a U.S.A. citizen, whether he lives in the U.S.A. or Britain, wishes to come to Nigeria will have to apply for an entry visa and not entry permit, provided he is carrying the passport of his country of origin.
- v. An entry permit/visa is stamped in the passport.
- vi. All the new staff members should be advised in advance that members of their families holding separate passports who are accompanying them to Nigeria must obtain an entry permit/visa as the case may be, whatever their ages are, and whether for just one day or more.
- vii. A three-month entry permit or visa can be given to a newly recruited staff to enable him/her to take up their appointment without much delay. This must, however, be regularised immediately on arrival in Nigeria. The Passages Officer will assist in regularising these.
- viii. The Registry's Passages Office will deal with the first issue of an entry permit/visa for all members of staff and their families.

12.6 Residence Permit

- i. Processing residence permits can be handled by institutes and centres in respect of their staff members.
- ii. Every expatriate member of the staff and any member of his family who holds a separate passport must hold a residence permit. This is a sheet of paper and must be inserted in the passport. It is permission to remain in the country for a given period.
- iii. Usually, a residence permit is issued at the airport before the staff member proceeds to his station.
- iv. In the case where none is issued, there is no cause for alarm.

Such staff should simply report to the passages office with his passport and he will be assigned to obtain the residence permit from the immigration office.

- v. It is necessary to have a residence permit once one has come to work in Nigeria.
- vi. All members of staff are required to submit their residence permits to the passages officer for renewal, at least, one month before the expiration date and to ensure that their passports remain valid. The immigration officer handles the renewal of the residence permit.
- vii. All aliens have to register with the aliens' office at the Nigerian police station, Zaria, Kano and Kaduna immediately upon arrival in Nigeria. The passage officer tells all aliens about this immediately they report to him.

12.6.1 Re-Entry Permit/Visa

- i. Processing re-entry permits/visas can be handled by institutes, centres and schools in respect of their staff members.
- ii. A re-entry permit/visa is often confused with a residence permit. These are two different things. While a residence permit allows a staff member to reside in Nigeria, a re-entry permit/visa permits him to go out of Nigeria and come back into the country within a given period. Thus, even if he/she holds a valid residence permit and wishes to go outside Nigeria only for a day, he will have to obtain a re-entry permit/visa to enable him to come back into the country.
- iii. A re-entry permit/visa is stamped in the passport.
- iv. Commonwealth citizens are given re-entry permits and they pay no fees for them while non-commonwealth citizens (aliens) are given re-entry visas for which they pay prescribed fees.
- v. The immigration office will be glad to tell any alien how much he has to pay per entry.
- vi. To obtain a re-entry permit, the staff member must complete form IMM/22A while for a re-entry visa, he should complete IMM/22.

- vii. A re-entry permit/visa is necessary for all who hold separate passports irrespective of their ages.

12.7 Transfers of Foreigners from Other Employers

- i. Processing transfers of aliens from other employers to the University are centrally handled and not devolved to the constituents of the University, like institutes, centres, schools and directorates.
- ii. Any non-Nigerian now in Nigeria but wishing to transfer from another institution, company or Government to Ahmadu Bello University must produce:
 - a. A Letter from his former employers accepting the resignation.
 - b. A letter of appointment from Ahmadu Bello University.
 - c. A letter from the passages officer accepting immigration responsibility on behalf of such a new staff member.
- iii. Only when such documents are produced can a re-entry permit/visa be issued to such a member.

12.8 Work Permit (Devolved to Institutes, Centers and Schools)

- i. A work permit is permission given to staff members who are offered an appointment while they are married to Nigerian husbands at Ahmadu Bello University. This applies to women who came into Nigeria as housewives accompanying Nigerian husbands and who on arrival at the university decide to take up an appointment. A work permit is necessary whether such a wife will work for one hour a week or eight hours a day.
- ii. To obtain a work permit, the following document must be submitted to the passages officer.
 - a. A letter from the wife (in duplicate addressed to the immigration officer) (Zaria, Kano or Kaduna as the case may be) stating the type of job she has been offered and asking for a work permit.

- b. A letter from her husband stating that he has no objection to his wife taking up such an appointment. This letter must also be in duplicate and addressed to the immigration officer.
 - c. Photocopies of her academic certificates. Where there is no certificate, an authoritative statement from the head of her previous educational institution.
 - d. Her residence permit.
 - e. Photocopies of the letter of appointment (in duplicate).
- iii. These applications have to be sent to the immigration officer, Kano, Zaria or Kaduna for approval, and sometimes it takes some weeks before the approval is obtained.
- iv. The work permit is stamped at the back of the residence permit.
- v. If her residence permit with the work permit stamped on it is taken away from her while she is going on leave (as is always the case) she should report to the passages officer who will give a replacement from the immigration office.
- vi. The following points need highlighting:
 - a. A code of charge must be inserted in most of the documents e.g. warrant, transport requisition etc.
 - b. Staff must submit their request in time to avoid rushing.
 - c. Every staff member must travel by economy class and by the most direct route.
 - d. Sea passage is not allowed now except for the staff member paying any excess of the sea fare (including the cost of transport down to the sea coast) over the airfare to Abuja/Kano.

Chapter 13

UNIVERSITY BOARD OF SURVEY

The University Board of Survey (UBOS) is a statutory committee appointed by the Council on the (need to clarify) recommendation of the Vice-Chancellor to inspect, collate and supervise the disposal of unneeded, unserviceable, unusable, uneconomical and obsolete property items to recover whole or part of the cost incurred in procuring them. The properties might have been acquired through public expenditure; gifts; goodwill, or deeds. They could be intellectual or proprietary rights or acquired on financial instruments, including shares, stocks, bonds etc.

13.1 Mandates and Membership

13.1.1 The Board has the following mandates

- i. Inspect stores and or identify deserving property items to be disposed of;
- ii. Recommend the items to the Council for disposal;
- iii. Recommend appropriate value for items slated for disposal;
- iv. Recommend to Council the registration of a pool of auctioneers;
- v. Arrange for an appropriate method of disposing of the items in a manner that will ensure maximum returns and in conformity with laid down regulations;
- vi. Advertise to inform the public of the items to be disposed of, their prices and the methods and guidelines for the disposal;
- vii. Arrange for a seamless sale of bid forms
- viii. Closely supervise the disposal activities and ensure the correctness of actions and decisions;
- ix. Allocate to auctioneers the items for which they are responsible for disposing;
- x. Supervise the destruction of valueless items as appropriate;
- xi. Submit interim and final reports on disposals with appropriate recommendations.

13.1.2 Membership of the Board is as follows:

i.	Deputy Vice-Chancellor (Admin)	Chairman
ii.	A representative of the Governing Council	Member
iii.	Bursar	Member
iv.	Director, Institute of Administration	Member
v.	Director, Division of Agricultural Colleges (DAC)	Member
vi.	Director, National Animal Production Research Institute (NAPRI)	Member
vii.	Director, National Agric. Extension & Research Liaison Services	Member
viii.	Director, Institute for Agricultural Research (IAR)	Member
ix.	Director, Physical Planning & Municipal Services (PP&MS)	Member
x.	Chief Internal Auditor (CIA)	Member
xi.	Chief Security Officer (CSO)	Member
xii.	Head, Dept. of Mechanical Engineering	Member
xiii.	Head, Procurement Unit	Member
xiv.	Registry	Secretariat

13.2 Preliminary Procedure for Disposal of Unwanted Public Properties

- i. The Board shall meet, at least, twice a year and more frequently when the need arises;
- ii. Suitable sub-committee(s) might be appointed and responsibilities assigned by the Board. Such sub-committees might comprise members of the Board and other relevant staff of the University whose competencies are desirable for the success of the assignment, provided they are chaired by a member of the Board;
- iii. The Board shall, at an appropriate time, send a circular to the constituent units of the University calling for submissions on the availability or otherwise of scrap, superfluous and unwanted items in stores and offices;
- iv. Upon collection of the lists of the items, the Board shall arrange to inspect the items and reconfirm their numbers and conditions, sort out differences between the lists

received and the reality emerging from the physical verification, mark the items as it deems appropriate, and take over the items for further necessary action;

- v. The Board shall study and classify the items, through an appropriate coding system, into tangible and non-tangible, serviceable and unserviceable, as well as the various sources of the items.
- vi. Similarly, the items should be further classified into appropriate disposal categories, including those to be reallocated to other units of the University, to be auctioned and to be destroyed. These decisions shall be communicated to the disposing entities for their information only;
- vii. Seek the approval of the University Management to appoint and commission an independent professional evaluator or stock verifier for a fee through the process of advertisement, competition among not less than three bidders, and other processes as provided in Part VIII – Procurement of Consultant (Services), in the Public Procurement Act 2007 (as amended in 2009);
- viii. Where the cost of engaging the services of independent evaluators/stock verifiers is uneconomical compared to the value of the items to be disposed of, the University shall not engage them;
- ix. The Board is to be appointed by Council on the recommendation of the Vice- Chancellor;
- x. The Board shall conduct store inspections and property valuations itself.
- xi. The Board shall present interim and final reports to the council. Such reports, however, may be forwarded to the Chairman of the Council for administrative approval subject to ratification by the Council when it is deemed expedient to do so.

13.3 Board of Survey Valuation Procedure

- i. The Board shall conduct a market survey for prices of the harnessed items in two categories, i.e. new and second-

hand conditions. Use the two prices to determine appropriate prices/values for the items at hand. The Board is however free to propose any other credible method of valuation;

- ii. Engage the services of any staff member or a non-staff expert in the Board's item- valuation process, provided the services are deemed essential for the success of the valuation;
- iii. Compile and submit a valuation report, with appropriate recommendations to the University Management on the preliminary activities, including the solicitation for lists of items to be disposed of; inspections of stores, offices or warehouses where the items proposed for disposal are kept; the number of items and criteria used for classifying them into serviceable/unserviceable, reallocatable/auctionable and destroyable/discardable; the recommended value for the items; etc.
- iv. The Valuation proposal shall be presented to the Council for final approval.

13.4 Procedure for Inspection of stores, Warehouses and other Locations of Disposable Items

- i. Stores under the ABU system shall be inspected by the Board at least twice a year. Such inspections shall be systematic at irregular rather than at fixed or predetermined dates;
- ii. Stores and warehouses in the University system shall be closed during the period a Board of survey is being conducted. Store issues and restockings shall only be made after an appropriate liaison with the Chairman of the Board. Accordingly, store issue and receipt vouchers shall be countersigned by the Chairman;
- iii. The Board or its sub-committee shall inspect not less than 40% of the items slated for disposal at each disposing entity. Where a serious discrepancy in the item list is found or suspected, a 100% inspection shall be carried out;
- iv. The sample of stocks to be selected for inspection shall

include all categories, especially those in general demand, of high value or attractive nature;

- v. Upon completion of an inspection, the storekeeper shall sign the survey sheet and shall have the option to comment or not to comment;
- vi. The Board shall:
 - a. Request the storekeeper to make accounting entries in the stores ledger for all receipts and issues up to the point of the closure of the store;
 - b. Physically count the stock of each category and determine their serviceability status;
 - c. Compare the physical stock count with the tally card balance and the stock balance as shown in the store ledger;
 - d. Seek an explanation from the storekeeper on any deficiency and ensure such deficiencies are entered on the relevant store form;
 - e. Discuss with the store officer on items found unserviceable;
 - f. Assess the rate of issue of stock items and compare with the quantity and the date of the last issue;
 - g. Examine the receipt vouchers prepared since the date of the last inspection and confirm that they are properly recorded in the store ledger;
 - h. Examine the records of payments for items acquired since the last inspection and confirm that purchases of the items have been properly taken on charge in the relevant store ledger;
 - i. Request the storekeeper to prepare receipt vouchers to bring on charge on the tally card and in the store ledger any excess of stock found on inspection;
 - j. Initial the entries in the store ledger and the relevant tally card for the taking of the excesses on charge. Also, initial the memorandum notes made, in red ink, in the store ledger and the relevant tally card of the details of any deficiencies; and,
 - k. Fill out and distribute relevant store forms with

appropriate recommendations in respect of the disposal of dormant and unserviceable stores.

- vii. The Chairman of the Board shall write and submit a report with all relevant store forms to the Council indicating:
 - a. A reference to the list of surplus, deficient, obsolete or unserviceable items;
 - b. A statement showing whether the storekeeper is responsible for the state of the deficient, obsolete and unserviceable items; and,
 - c. A statement showing whether the conditions of the store accommodation, scrutiny arrangements and fire-fighting facilities are adequate.
- viii. The report of the Board involving a loss or unserviceability of stores shall be dealt with in accordance with the provisions of the relevant extant regulations.

13.5 Procedure for Advertisement

13.5.1 Advertisement for Appointments of Stock Verifier, Independent Evaluator and Auctioneers

- i. When it is expedient to appoint a stock verifier, an independent evaluator or an auctioneer, the Vice-Chancellor shall, on the approval of the Council, submit a memorandum to the University Tenders Board for necessary action;
- ii. The UTB shall cause a publication of appropriate criteria for assessing the suitability of candidates and the dates of closing the receipt of applications;
- iii. The advertisement shall be published in, at least, two national dailies with a national portfolio, the National Tenders Journal and the University's website.
- iv. At least three applications are required for a viable competition. Where fewer application(s) were received, re-advertisement may be effected;
- v. The selection procedure should be duly followed by the University Tenders Board in line with the Public

- Procurement Act (2007) procedure of procuring consultancy services and procurement codes of conduct;
- vi. Given the size of the University, more than one auctioneer, stock verifier and independent evaluator may be registered by the UTB for engagement at any disposal exercise;

13.5.2 Solicitation/Notification for Participation in Sales of Items to be Disposed

- i. The Board of Survey shall, through the University Bulletin, website and notice boards, notify the University and host communities about the items to be disposed of (with as many details as possible) and the schedules of the disposal (dates, time, venue etc);
- ii. Eligibility criteria shall be spelt out in the notifications;
- iii. Design participation forms and charge appropriate application fees;

13.6 Disposal Methods

The Board may, where appropriate, adopt any of the following modes of disposal of public properties. At all times, the method to adopt shall reflect the best interest of the University defined by the poise to generate the highest possible revenue:

13.6.1 Trade-In:

- i. A trade-in is an exchange of a used article in part payment for another article (usually a new similar article). In other words, old items and money are given in payment for new or newer items. The Board shall supervise and regulate trades-in between disposing entities and the retailers. Before surrendering items for a trade-in, the disposing entity should ensure:
 - a. The items are thoroughly technically inspected;
 - b. The items are cleaned inside and out;
 - c. Small issues are fixed;
 - d. All important documents are gathered;
 - e. Own estimated value is determined;
 - f. Multiple offers are gotten;

- g. Reports on items 'a' to 'f' are submitted to the Board of Survey.
- ii. The Board shall advertise the items in local media outfits and on the University website and notice boards, or directly invite prospective retailers, for inspections of the used or obsolete items;
- iii. As much as possible, the Board shall assemble the items from all disposing entities in one location for easier inspection, provided an unmistakable identification code is written on each item indicating the disposing entity;
- iv. The inspection shall be made collectively by all interested retailers and the day and location shall be unequivocally and adequately communicated to them;
- v. The Board shall request bids from interested retailers, specifying the closing date for submission of bids;
- vi. Bid Opening shall conform to the regulations in the Public Procurement Act 2007.
- vii. A successful bid shall be the one that offers the highest value for the item and thus the least cash balance to be topped up for the new item.

13.6.2 Sales to Other Government Agencies:

The Board may sell surplus properties to other government agencies within and outside the University at a fair market price.

13.6.3 Sales by Sealed Bid:

The Board may seal up, advertise and sell properties through competitive bidding. The sale is made to the highest bidder.

13.6.4 Negotiated Sale:

Where other methods have failed to deliver or are certain to be inefficacious, a negotiated sale may be employed. The Board shall directly or through a proxy (who shall be an expert) engage the buyer in a price negotiation for the item. Subject to the force of circumstance, only a good price shall be accepted.

13.6.5 First-come, First-Served:

The Board may price the items and sell them on a first-come, first-served basis.

13.6.6 Public Auction:

The Board may organise a public sale, where the items are offered up for bids and sold to the highest bidder. The following procedure should be followed:

- i. Get permission from the Council for the intention to use Public Auction as the method of disposing of some or all the items proposed for disposal;
- ii. An auctioneer or a group of auctioneers should be hired either from the open market or from the University pool of registered auctioneers. Invariably the hiring should comply with the due process described in this chapter;
- iii. Notifications for auctions be released through dailies, university bulletin, website and notice boards;
- iv. Identify the items to be disposed of through solicitation sent to all the units of the University and store/warehouse inspections;
- v. Batch, label and number the items for reference;
- vi. Provide a convenient location for the exercise;
- vii. Provide adequate security for both the items to be auctioned and the venue of the auction;
- viii. Create a record of all bidders by the lots they subscribed to and issue them with an identification confirming their bid status.
- ix. Conduct repeated monitoring visits of the auction exercise to create a sense of constant presence;
- x. Ensure that the conduct of the auctioneers aligns with the due process and best practices;
- xi. Instances of auction biddings should be conducted serially and sequentially to enable interested bidders to attend all in person;
- xii. Recommend payment for hired auctioneers.

13.7 Destruction of Unusable Items

- i. Properties which are professionally determined to be unusable, or of no commercial value or whose cost of sale will exceed the expected return may be destroyed or dumped away appropriately;
- ii. Before destroying them, however, their inventory with details shall be taken and Council's approval secured;
- iii. The inventory shall be duly signed by the professional who certified them as unusable, the Chairman of the Board of Survey and the Accounting Officer of the disposing entity;
- iv. The destruction of the items can be through burning or dumping in a landfill.

13.8 Proceeds from Disposal

- i. The proceeds from the disposal of University properties shall be integrated into the income and expenditure budget projections of the University.
- ii. Before the integration, however, operational cost/admin charges and other reasonable expenses incurred in the process of disposing of items should be recovered and the balance be integrated into the University budget;
- iii. The Board of Survey shall operate an account domiciled at ABU Microfinance Bank Ltd for the collection of monies realised from the sale of bid documents and the refund of operational expenses;
- iv. Other proceeds from the disposal of the university properties shall be deposited in the University Treasury Single Account (TSA).

Chapter 14

ARCHIVING

Archiving is the process of storing historical records or documents that are no longer needed regularly. They are stored either physically in an archive or in computer technology, in the form of electronic information in an e-archive. The need for archiving arises from the need to preserve the records of staff members who had left the services of the University through retirements, terminations of appointments, withdrawals of service, transfers, deaths etc.

The University operates both physical and electronic archiving, but it is transitioning to electronic archiving to replace physical archiving.

14.1 Physical Archiving

The records of former staff members, in the form of personal files and subject files that are not regularly used, need to be put away somewhere in order not to hinder access to those records that are regularly used, consulted or referred to. The following procedures govern archiving of physical records:

- i. Staff members whose services have ceased, or subjects that are superannuated, shall have their files kept in the active filing cabinets for up to one year to accommodate obvious post-exit references and consultations;
- ii. Thereafter, such files should be moved to the archive room;
- iii. Both the active record office and the archive room should record the reference details of the files moved including the respective dates of the dispatch and receipts;
- iv. The Archiving Officer should place the archived files in an appropriate archive location/cabinet that would facilitate easy retrieval. The retrieval details should be entered in the archive register;
- v. File movement register should also be created to reflect movements of archived files at any time;

- vi. A Census of archived files should be conducted, at least, once every two-month, to update the file movement register and correct the placements of files wrongly placed;
- vii. The archive should be arranged into active and inactive chambers.
- viii. The active chamber, which should be more easily accessible, should contain:
 - a. Personal files of staff that are retired or dead for 7 years or less,
 - b. Subject files for institutions, centres and other anachronistic subject matters that are scrapped or discontinued for 7 years or less,
 - c. Personal files of staff that have resigned from their appointments or withdrew or transferred their services in the last 7 years or less.
- ix. The inactive chamber should contain personal and subject files that are archived for 8 or more years;
- x. Archived records can be destroyed after securing approval from the relevant authority and the disposal period stipulated in Chapter 15.

Chapter 15

DISPOSAL OF OFFICIAL DOCUMENTS

The Registrar is the custodian of all corporate documents and is responsible for authorising their disposal. When the need arises for the disposal of official documents the following procedure applies:

- i. Where the head of a university archive believes that a document is duplicated or is in an irreparable state of deterioration, or has no permanent value for preservation or should, for some other reason, not be preserved, he/she may formally notify his observations to the head (Dean, Head of Department, Director, etc.), who will initiate a document-disposal meeting to consider the matter;
- ii. A department or unit should hold a document-disposal meeting to deliberate and determine the obsolescence or inutility of official document(s) and the most appropriate mode of disposal;
- iii. The reason for the inutility, whether age, duplication, damage, superannuation, lack of space, etc, must be clearly articulated and stated;
- iv. A letter requesting permission to dispose of the documents, stating their nature, the ground(s) for the disposal and the proposed mode of disposal should be written to the Registrar. The minutes of the document-disposal meeting should be attached to the letter;
- v. The Registrar should consider the merit of the disposal and approve the request or request the department/unit to expatiate on the observation(s) he/she made;
- vi. The approval should be communicated to the department/unit and should indicate that the schedule of the disposal should be sent to the Registrar for him to witness personally or through his representatives. The Registrar may invite the Chief Security Officer to witness the disposal along with him;
- vii. The Registrar should create and keep an inventory of all

- disposed corporate documents.
- viii. The disposal of documents should be done by shredding or burning. Shredded documents may be sold to an accredited industrial user;
 - ix. Historical and legal documents should be scanned and both the scanned and physical copies should be permanently retained;
 - x. While soft copies of documents should be preserved through permanent retention, the following physical documents should be disposed of after 10 years of archiving:
 - a. Financial documents
 - b. Digitised employee records
 - c. Subject/operational files
 - d. Digitised student records
 - xi. Electronic documents should be uploaded to a free or paid cloud storage facility;

APPENDICES

A.1 APPENDIX A

Study Fellowship Form

AHMADU BELLO UNIVERSITY, ZARIA APPLICATION FOR STUDY FELLOWSHIP

- A.** (To be completed by the applicant and four copies should be submitted).

The Vice-Chancellor, A.B.U., through the Registrar.

- (a) Name of staff member in full (Block Capitals):
- (b) Faculty _____ Department _____
- (c) Rank
- (d) Date of First Appointment in A.B.
- (e) Details of academic qualifications

Qualification Date Awarded Awarding
Institution

- (f) Details of any previous study fellowship/leave from A.B.U.

- (a) Proposed course of study
- (b) Place of the course
- (c) Date of commencement of course
- (d) Estimated Duration of the course

Details of external support

- (a) Source of external support
- (b) Subsistence allowance
- (c) Family support
- (d) Passages
- (e) Baggage grant
- (f) Warm clothing allowance
- (g) Tuition and course expenses

- (h) Book allowance
- (i) Health Scheme/Insurance
- (j) Any other relevant information

I apply for a study fellowship on the basis of the above particulars, and I undertake to comply with the University's conditions for Study Fellowships.

Signature _____ Date _____

Section B. (To be completed by Head of Department and three copies submitted) complete as applicable. 1. The department's total senior staff establishment for academic/technical/administrative staff in 20...../.....is/will be.....

The numbers actually in post are (expected be):.....as at 1st January this year:.....

As at 1st October this year.....

The following staff of the department, in the same category, are now on study fellowship:

Types of course	Name	Date due back	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The applicant can be replaced by...../spared without replacement.

The proposal is/is not in accordance with the department's fulfilled needs
for _____ fully-qualified _____

staff_____in

(Subject).....

The course is well-suited to the applicant's aptitudes especially/except.....

.....
.....
.....

(If applicable): I believe the applicant should take this course outside Nigeria, for the following reasons.

.....
.....
.....
.....
.....

.....I Believe that all reasonable efforts have been made to get financial support/except that.....

.....

..... Any other comments.....

.....
,,,. I recommend/do not recommend

this application.

Date.....Signature.....

Head of Department of (To be completed by Dean and/or Director, where application and two copies submitted to the Registrar)

Comments.....

.....
.....
.....
.....
.....

Date.....Signature.....
Rank..... (To be completed
by the registry and both copies submitted)

To the Vice-Chancellor

1. The applicant (Name).....is/is not
eligible

Comment.....
.....

2. The applicant joined A.B.U./last returned from Study
Fellowship/Study Leave in.....20.....

3. Sections D and C above recommend the application except
.....

4. The application is/is not within the overall staff
development programme Comment.....

5. The applicant's external support is/is not acceptable.

Comment.....
.....

6. The Bursary confirms that funds are available to meet local
costs. Yes/No

7. Any other comments.....

8. The application appears to be in order for your approval/not
acceptable Date..... Signature.....

Registrar SECTION E (to be completed by Vice-Chancellor and
one copy returned to Registrar).

TO THE REGISTRAR

I approve, subject to the following conditions.....

.....

.....

.....

..... Or I do not approve. You should take action

accordingly

Date.....Signature.....Vice-Chancellor

A.2 APPENDIX B

Conference Attendance Request Form

AHMADU BELLO UNIVERSITY, ZARIA CONFERENCE ATTENDANCE REQUEST FORM

To: Registrar,

Ahmadu Bello University, for submission to the Vice-
Chancellor's Office Through: Head of Department of

Faculty/Institute/Centre/School of

1. From: _____
Name _____ Position/Title _____
2. Conference: _____ Name _____
3. Sponsor: _____ Name _____
4. Venue: _____ City _____ Country _____
5. Date From: _____ To _____ 20 _____

Please Tick () as appropriate below:

6. Purpose _____ to _____ present _____ paper: _____

Title _____

Panelist _____ Observer _____ Other _____ (Specify).

7. Relevance: Teaching _____ Research _____
Exchange of Ideas _____ Other _____
Specify _____

8.	Summary of Expenses	Source of Funds
	Registration Fees N_____	
	Sponsoring Organization N_____	
	Hotel N_____	Other _____ Outside _____
	Financial Support	
	Meals N _____	Personal _____
	Funds _____	
	Taxi Fares _____	Subtotal _____
	BALANCE REQUIRED FROM	
	Air tickets _____	A.B.U. _____ CONFERENCE _____
	FUND _____	
	Miscellaneous _____	
	Total Expenses ₦ _____	Total ₦ _____
9.	Previous conference attended outside Nigeria in last 24 months	
	Name of conference	
	City _____	Country _____ Date _____
	Amount of _____ University Assistance then given	
10.	Please arrange for my request as above to be considered:	
	Date _____ 20 _____	Signed _____

Attachments:

1. Sponsoring organization's correspondence
2. Source guaranteeing funds

11. RECOMMENDATION:

I believe attendance would be beneficial to the Department/Students/ University.

Date_____20____Signed_____

Head of Department of

11. DIRECTOR'S RECOMMENDATION (if the application is from an Institute, Centre, School etc with a separate (conference fund):

Recommended/Not recommended.

The uncommitted balance of the conference funds for the year in question_____ (20..../20.....)_____ is N_____

Date_____20____Signed_____

Director

12. REGISTRAR'S SUBMISSION:

State any known relevant facts in addition to the above

(If chargeable to Central Conference Fund): The uncommitted balance of the Conference Fund for the year in question (20...../20....) is N

Date_____20____Signed_____

Registrar

14. DECISION:

Approved with grant of N

Or approved without a grant

Or not approved_____ Date_____20____

Signed_____

Vice-Chancellor

A.3 APPENDIX C

Study Fellowship Agreement/Bond

**AHMADU BELLO UNIVERSITY ZARIA
(Office of the Registrar)**

STUDY FELLOWSHIP AGREEMENT/BOND

THIS AGREEMENT IS MADE THIS.....
.....da.....20
BETWEEN Ahmadu Bello University (hereinafter called the
University") of the first part; and.....
..... a member of
staff of Ahmadu Bello University, Zaria (hereinafter called
"the member of staff) of the second part; and.....
.....of a guarantor to the
staff member (hereinafter called "the guarantor) of the third part.

WHEREAS the member of staff applied for and has been granted
a study fellowship by the University to study
.....at.....for the
period of from to
..... AND WHEREAS the member of staff
has requested the guarantor to stand as a guarantor for him with
the University as the person who shall be held liable in case of
default or breach of the terms and conditions of this Study
Fellowship Agreement/Bond by the staff member and the
guarantor has agreed to so stand.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The Staff member has undertaken to:-

- (a) Follow a course or courses of study approved by the University and shall not change that course (s) or Institution without the prior approval of the University in writing;
- (b) Observe all the requirements proscribed for the course (s) approved for him by the University authority;

- (c) Submit to his Head of Department a duplicate progress report from his official supervisor annually, (or more often if the University so required), it being understood that failure to submit an annual or periodical report as may be required may lead to the stoppage of all benefits;
- (d) While on study fellowship not apply or become a candidate for any post other than a post in the service of Ahmadu Bello University. However, teaching assistantships that may be regarded as part of the training of full-time postgraduate studies shall be exempted;
- (e) Maintain continuous contact with his Head of Department while on study fellowship and shall correspond when necessary on financial matters with the Bursar through the Head of Department;
- (f) Submit himself for medical examination if and when directed by the University, it being understood that the study fellowship shall be terminated if the report of such medical examination indicates that he is unfit to complete his studies owing to ill health;
- (g) Sit and pass any prescribed examination or approved groups or examinations within the time fixed by the authorities of the institution at which he is studying or by the University unless he is prevented from so doing by sickness proven by a certificate from a recognised Medical Practitioner(s) or by circumstances beyond his control recognised as such by the University, it being understood that applications for extension of the study fellowship may be considered on their own merits;
- (h) Return to the University immediately after the approved study period
- (i) Provide through the email: hrdtraining@abu.edu.ng, within the first month of commencement of studies, the following information:-
 - (a) Full name of the course convener/supervisor
 - (b) Email address of the course convener/supervisor
 - (c) Phone number of the course convener/supervisor

2. The University hereby covenants with the member of staff as follows:-

- (a) That the salary of the member of staff on study fellowship is paid in full during the period of the study fellowship provided that the beneficiary complies with the foregoing and the regulations of Ahmadu Bello University for the time being in force for the award of study fellowship.
- (b) To take back the member of staff into the employment of the University at the end of his Study Fellowship.
- (c) That the member of staff shall serve the University after completing his course for twice the period of the fellowship granted by the University.
- (d) If the member of staff fails to honour the undertaking in the preceding paragraph he shall be regarded as being absent without leave for the period of the study fellowship and shall refund to the University twice all the benefits received by him/her during the fellowship, that is to say, to pay the University twice the cost of the training or sponsorship through the University including, salaries and passages money for him and family, if any, and the University shall have the right to recover the same from him and the University may terminate his appointment.

3. Guarantor's Section:-

A). NOTE:

- i. It is dangerous to guarantee a staff whom you do not know well;
- ii. The liability of a guarantor would include indemnifying the University twice the amount it might have expended directly or through it on the staff's training or loss occasioned to the University as a result of the refusal of the staff to return to the University in compliance with the terms and conditions of this agreement.
- iii. Do not guarantee just for sake of guaranteeing without proper knowledge of the staff.

B) A GUARANTOR'S UNDERTAKING:

"Iof (home address) and(office address) do hereby undertake to stand as a guarantor for.....who is being considered for the award of a study fellowship by Ahmadu Bello University, Zaria- Nigeria

In the event of failure of the said..... to return to his/her primary responsibility at the appropriate time agreed between the University and himself/herself in this Agreement, I undertake to bear the liabilities of a guarantor as enshrined in this agreement.

I fully understand that I will be liable to refund to the University all the funds directly expended by the university or through it, on the member of staff in the course of the fellowship through a payment arrangement to be approved by the University.

4. Information for Guarantors:-

*Guarantor within the civil/public service, must be at least an Assistant Director, Deputy Registrar, Reader or equivalent ranks or of such social standing in the society recognised and approved by the University.

5. Signing/Sealing of Agreement

IN WITNESS WHEREOF the parties have hereunder set their hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED BY THE STAFF MEMBER

NAME:

FUNCTION EMAIL ADDRESS

NIN

BVN:

SIGNATURE:

DATE:

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APPENDIX D

Conflict of Interest Disclosure Form



AHMADU BELLO UNIVERSITY ZARIA

Conflict of Interest Disclosure Form

A potential or actual conflict of interest may exist when commitments and obligations are likely to be compromised by the employee or board member's material or nepotic interests, particularly if those interests or commitments are not disclosed.

The conflict-of-interest form should indicate whether the employee or board member has an economic interest in/or acts as an officer or a director of any outside entity whose financial interest would reasonably appear to be affected. The employee or board member should also disclose any personal, family business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. In addition to filling out this form, all relevant established regulations and guidelines in financial conflicts must be strictly followed.

Date:

Candidate's name:..... Signature:.....

Position for which the candidate is being examined:.....

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:.....
.....

1. I have no conflict of interest to report because.....
2. I have the following conflict of interest to report. Please specify other non-profit and for-profit boards you and your spouse sit on, any for-profit businesses for which you or a family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or your family member own. Also, disclose any other relationship, be it family, love, religious or tribal affinity that may cause a conflict of interest in your consideration of the case:
 - i)
 - ii)
 - iii)

I hereby certify that the information set forth above is true and complete to the best of my knowledge:

Name of the Board/Committee Member:.....

Signature of the Board/Committee Member:.....

Date:.....