EKITI STATE UNIVERSITY, ADO-EKITI

EKITI STATE, NIGERIA

(Registry Operations Manual)

(2025)
1st Edition

Published by:
The Registrar's Office,
Ekiti State University, Ado-Ekiti, Nigeria.
Email: registrar@eksu.edu.ng

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PREFACE

Ekiti State University, Ado-Ekiti was established in 1982 and part of the publications produced and circulated in the early years were the Condition of Service and Scheme of Service (Staff Regulations). Today, Registry Staff faces dearth of Registry publications that aids staff enlightenment for career progression.

The urgent need to therefore codify and simplify the work process in Registry by providing staff with Operations Manual necessitated the compilation of this material. Hence, at the in-house retreat organized by the Ekiti State University Consultancy for University Administrators on 27th December, 2023, I constituted a committee to draft the first Registry Operations Manual of the University. The terms of reference of the Compilation and Drafting Committee were primarily to put together an operations manual that would regulate the activities of Registry Staff and the services provided by the Registry to the University with professional guidance and a semblance of administrative culture for effective service delivery.

Membership of the Compilation and Drafting Committee consisted of:

Mrs. R.T.B. Ade-Ojo	**-**	**Chairperson**
Mr. O.F. Awe	**-**	**Member**
Miss Olusola Yusuf	**-**	**Member**
Mr. T.A. Aguda	**-**	**Member**
Mr. Olusola Ajiboye	**-**	**Member/Secretary**

Upon the completion of the Committee's assignment and submission of a draft report, a meeting of the Registrar with all Directors and Deputy Registrars in the Registry was held in July, 2025 to review the policy document. At the meeting, it was observed that further inputs would be needed from Directors and Deputy Registrars to flesh the report as a policy document.

At a subsequent meeting of the Registrar with Directors and Deputy Registrars in the Registry in November, 2025, the body considered the October 2025 Registry Workshop and Award Ceremony; the plan for 2025 End of Year Registry event and the draft report for adoption and production.

At this juncture, I decided to constitute an Editorial and Review Committee to vet and review the draft document before its adoption, publication and circulation in the University. The membership of the Editorial and Review Committee consisted of:

Dr. J.E.T. Babatola	**-**	**Chairman**
Mr. Mayowa Ogunlola	**-**	**Member**
Mr. A. Adeniji	**-**	**Member**
Dr. Bode Olofinmuagun	**-**	**Member**

With the review and submission of the final report for adoption and publication, I hereby present the Registry Operations Manual of the University for the use of Registry staff and the pursuit of the University objectives towards fostering effective and efficient administrative system and culture.

Ife Oluwole ***FNIM***
Registrar and Secretary to Council
Ekiti State University, Ado-Ekiti

27th November, 2025

1.0 OFFICE OF THE REGISTRAR

1.1.0 Office and Functions of the Registrar in the University

1. The Registrar is one of the Principal Officers of the University.

2. By the virtue of the Registrar's position, he is a member of the University Management who leads and oversees the Registry.

3. The Registrar is the Secretary to the Governing Council, the Senate, the Congregation and the Convocation and all its statutory committees stipulated by law, statutes or conventions for which he/she may appoint other officers to act on his/her behalf.

1.1.1 The Scope of Responsibilities of the Registrar

The Registrar is the Chief Administrative Officer of the University responsible to the Vice-Chancellor for the day-to-day administrative work of the University. Hence, he/she shall:

a. Exercises over-all responsibility for the day-to-day administration of all non-academic matters in the University, under the Vice-Chancellor, for the purpose of providing effective leadership, professional guidance and proper coordination and fostering bureaucratic culture such as hierarchy, unity of command, span of control for administrative expediency and good management among others.

b. Exercises primary responsibility for the harmonization and determination of personnel matters including implementation of the University Human Resources policies, staff development and training and the interpretation of all staff entitlements under the Staff Regulations of the University.

c. Superintends over and guide the operations and services of the Registry and its various functions carried out in other offices of the University outside the core Registry (central administration) including Faculties, Directorates, Departments, Programmes and Centres.

d. Oversees and harmonize the general work and report of Faculty Officers, Administrative Officers and Secretaries in Faculties, Directorates, Centres and Programmes of the University, while the

aforesaid Officers routinely reports to their respective Deans/Directors/Coordinators/Headship for day-to-day administration of their departmental affairs.

e. Report to the Vice-Chancellor and other statutory organs of the University established by law in accordance with provisions of the university statutes and conventions from time to time.

1.1.2 **The Directorates of the Registry**

For the purpose of effective management and proper administration of the Office of the Registrar and the Registry Department headed by the Registrar, the University evolved over the years, the departmentalization of the Registry with the creation of Divisions, Units, Offices, and Sections of the Registry and the ultimate evolution of Directorate system in the Registry and other arms of the University.

Upon the introduction of the Directorate System in the university, the core Registry departments was compartmentalized into four Directorates. This is in addition to the Office of the Registrar and the offices created for out of station Registry staff in various Faculties, Departments, Academic Programmes and Centres and Directorates. At the same time, Directorates fielded by professional staff of the Registry such as (Legal) and (Information and Corporate Affairs) in the Vice-Chancellery (Office of the Vice-Chancellor and its branches) continues to work and collaborate with the Office of the Registrar from their duty post.

By the Ekiti State University, Ado-Ekiti Law No.12 of 2014, fourteen (14) Directorates were established and four of them were core Registry departments while the fifth Directorate of the Registry was later established by Statute as indicated below:

A. Directorate of Academic Affairs
B. Directorate of Personnel
C. Directorate of Students' Affairs
D. Directorate of Council Affairs
E. Directorate of Pension and Allied Matters

2.0 DIRECTORATE OF ACADEMIC AFFAIRS

2.1 INTRODUCTION

The Directorate of Academic Affairs is one of the Registry Directorates in the University by law and practice. The Director (Academic Affairs) is responsible to the Registrar for the day-to-day administration of the Academic Affairs Directorate of the University and serves as its supervising officer.

2.2 DIVISIONS OF THE DIRECTORATE OF ACADEMIC AFFAIRS

The Directorate consist of the following Divisions:

a. **Office of the Director (Academic Affairs)**
b. **Admissions Office**
c. **Examinations and Transcripts Office**
d. **Notifications and Certificates Office**
e. **Senate and Academic Matters Division**

2.3 OFFICE OF THE DIRECTOR (ACADEMIC AFFAIRS)

The Director (Academic Affairs) coordinates the affairs of the Directorate under the guidance and directive of the Registrar while providing leadership to the various Divisions under its purview and departmental control. The main functions of the Director is as follows:

i. Responsible to the Registrar for the day-to-day administration of the Divisions in the Directorate i.e. Admissions Office, Senate & Academic Matters, Exams and Transcripts Office, and Notification & Certificate.
ii. Supervising the activities of the various Heads of Divisions and Units in the directorate on behalf of the Registrar;
iii. Coordinating the assignments of officers under his jurisdiction to ensure compliance and to meet set target
iv. Processing issues relating to Senate, Business Committee of Senate and Committee of Deans meetings to ensure proper and timely arrangement;
v. Supervising registration and screening exercise of newly admitted students in all programmes: Regular, Part-Time, Sandwich and Affiliate;
vi. Supervising arrangements for matriculation of fresh students;
vii. Handling issues relating to convocation and preparation of convocation brochure;
viii. Supervising arrangements for Inaugural Lectures;
ix. Assisting the Registrar to review and update regulations guiding students on academic matters;

x. Assisting the University in formulating, implementing and evaluating policies relating to academic matters which Senate superintends over;
xi. Maintaining formal and informal channels of communication with the Vice-Chancellor and the Registrar on Academic matters;
xii. Coordinating activities of Faculty Officers particularly on registration matters, matriculation and convocation ceremonies in the University;
xiii. Supervising the preparation and issuance of notification of results and other academic records;
xiv. Supervising and reporting on issues of administration of University examinations and academic calendar to ensure compliance;
xv. Serving as a member to Business Committee of Senate and Committee of Deans (on behalf of the Registrar);
xvi. Serving as member of the following boards;
Academic Board of Part-Time Programme;
Academic Board of Pre-Degree Programme,
Academic Board of Continuing Education Programme (DCEP)
Board of Examiners (DCEP).
xvii. Serving as a member of Ceremonies Committee and Chairman, Publications and Convocation Brochure Sub-Committee;
xviii. Attending or Delegating subordinates to attend Faculty Board meetings on behalf of the Registrar and
xix. Chairing the Directorate Annual Performance Evaluation Review Exercise.

2.4.0 ADMISSIONS OFFICE

The Admissions Office is a Division in the Directorate of Academic Affairs of the Registry and saddled with the responsibilities of:

A. Preparing and scheduling admission in the University for admission of candidates

B. Processing the admission of candidates

C. Verification and screening of the candidate's entry requirements.

D. Providing secretarial services for admission into the university Regular/full time, Sandwich, Affiliate Colleges, Part-time and Pre-degree programmes.

Furthermore, the general functions of the Admissions Office is as follows:

i. Assist the Director in the day-to-day administration of the Unit;
ii. Counsel potential candidates and parents on the admission requirements;
iii. Attend meetings organized by JAMB regarding Admission matters;
iv. Service the Central Admissions Committee meetings;
v. Implement decisions of the Central Admissions Committee;

vi. Liaise on the behalf of the University with JAMB Desk Officer;
vii. Carry out other duties incidental to admission process;
viii. Advise Faculties/College of Medicine on admissions based on guidelines from JAMB; and
ix. Take custody of admission requirements approved by Senate and
x. Interpret admission requirements approved by Senate.

2.4.1 UNITS OF THE ADMISSIONS OFFICE

The Units under the Admissions Office are:

1. **Admissions Unit**
2. **Verification Unit**
3. **Screening Unit**
4. **Secretarial Unit**

2.4.2 ADMISSIONS UNIT

The Admissions Unit is saddled with the responsibility of admitting candidates into various programmes in the University. The primary duties of the Admissions Unit is as follows:-

i. Vetting of provisional admission list;
ii. Processing the lists of recommended candidates for UTME and Direct Entry admissions with JAMB;
iii. Processing the lists of recommended candidates for admission into the University's regular programmes;
iv. Publishing of approved admission lists on the University website;
v. Admission of candidates into various regular programmes of the University;
vi. Admission of candidates into various Sandwich degree programmes of the University;
vii. Admission of candidates into various part-time degree programmes of the University;
viii. Processing of admission through CAPS, in the five stages vis. proposal, and recommendation, approval, acceptance and uploading to University portal;
ix. Ascertaining the names of candidates on University admissions list;

2.4.3 VERIFICATION UNIT

The Verification Unit is responsible for the process of establishing the accuracy or validating the O-Level results and additional qualifications of candidates at the point of entry. The functions include:

i. Procurement of scratch cards from the various examination bodies for validation the O-Level results at the point of entry;

ii. Ensuring that the O-Level certificates uploaded by students on the portal are clear and viewable;
iii. Verification of entry results of the students coming into the Regular degree programmes through examination bodies such as NECO, WAEC and NABTEB;
iv. Verification of entry results of the students coming into the Part-time degree programmes through examination bodies such as NECO, WAEC and NABTEB;
v. Verification of entry results of the students coming into the Sandwich programmes through examination bodies such as NECO, WAEC and NABTEB;
vi. Verification of entry results of the students coming into the Affiliate programmes through examination bodies such as NECO, WAEC and NABTEB;
vii. Verification of additional certificates of Direct entry students from their various schools where the additional certificates were obtained; and
viii. Verification of Part-Time and Sandwich degree Programmes of students' results at the point of graduation. *(For those who did not do it at the point of entry)*.

2.4.4 SCREENING UNIT

The Unit is saddled with the responsibility of ascertaining the authenticity of documents tendered by students to see whether the candidates meet O-Level requirements for each programme at the point of entry. The screening Unit does the following:

i. Ensuring that all required documents (JAMB result slip, JAMB admission letter (institution copy), birth certificate, local government attestation, reference letter and guarantor letter) are uploaded by candidates on the University portal;
ii. Ensuring that the uploaded documents are clear and viewable;
iii. Providing guidance for candidates on irregularity in names contained in their credentials through Deed poll;
iv. Ensuring that candidates are admitted into the various disciplines, based on the approved criteria provided by the Senate and each faculty;
v. Ensuring that candidates meet the O-Level requirements for each programme; and
vi. Facilitating the process of change of course for candidates that are not register able in their choice of courses;

2.4.5 SECRETARIAL UNIT

The Secretariat Unit is in charge of all secretarial duties of the Admissions Office.

2.4.6 COMPOSITION OF CENTRAL ADMISSION COMMITTEE

Membership

1. Deputy Vice Chancellor (Academic) - Chairman
2. All Deans of Faculties - Member
3. Director, Academic Affairs - Member
4. Admissions Officer - Secretary

In Attendance

a. Admissions Schedule Officer
b. Administrative Officer
c. Senior Executive Officer

2.4.7 PROCEDURE FOR ADMISSIONS INTO THE UNDERGRADUATE PROGRAMMES

1. Candidates apply for regular UTME

A. Step 1 - Commencement of Admission Processes

i. Central Admissions Committee meets to deliberate on the cut-off marks, distribution of EKSU quota into Faculties/Departments, minimum qualification for Direct Entry candidates and deadline for submission of Faculty admission working papers.

ii. The Committee forwards the downloaded working papers to the various Faculties for the selection process. Since the typing of the details of candidates by Faculties could be prone to errors and time consuming, **all selections must be done on the downloaded list forwarded to Faculties**.

iii. Faculties are expected to forward the working papers i.e the downloaded list that has been worked on, back to the Admissions Office **not later than 48hours** of receipt. Officers at the Faculties should inform all candidates/individuals submitting their requests at the Faculty/Department to ensure that they upload their O-Level results on CAPS. Failure of which the candidates would be denied admission on CAPS.

iv. Faculties/Departments with low subscription can liaise with cognate Departments to source for candidates to fill their quota. However, this is only after the originally subscribed Department has filled its own quota, to avoid any confusion. All supplementary selection for the departments must be done on the photocopy of the downloaded working paper of the source department(s) while recommendation of personal request(s) received from individuals at the Departments should be done on the PUTME print-out slip submitted.

v. Working papers of (iv) above must reach the Admissions Office **not later than seventy-two hours (official working days)** after the initial receipt of

the working papers from the cognate Department(s). This implies that **all working papers** must get back to the Admissions Office.

vi. Faculties are required to keep photocopies of papers forwarded to the Admissions office for future reference and documentation purposes.

B. Step 2 – Flow of admission exercise on CAPS

i. Upload of recommended candidates from Faculties into CAPS by the Admissions Office, being admissions proposal for candidates on JAMB CAPS.
ii. The Vice-Chancellor (head of the institution) then recommends these candidates to JAMB through CAPS.
iii. In case of Step 1 (iv) above, consent of candidate(s) sourced from departments other than where they originally applied in JAMB, must be sought by the institution. This is communicated on CAPS by the candidate, either by accepting or rejecting the newly proposed department. Admission of a candidate cannot be proposed until his/her response is given on CAPS.
iv. JAMB approves all recommendations from EKSU through the Desk Officer on JAMB CAPS.
v. Candidates accept offer of admission and print JAMB admission letter immediately.
vi. This process must be strictly adhered to by candidates and the Institution.

2. The general cut-off mark for UTME is determined by JAMB based on general performance of the candidates while the University cut-off mark is determined by Senate on the recommendation of Central Admissions Committee.

3. Candidates for Pre-degree, Sandwich and Part-time programmes apply in response to the University advertised requirements through their Directorate/Centre.

4. Candidates for post-graduate studies apply for admission through the University College of Post-Graduate Studies.

2.4.8 REQUIREMENTS FOR REGISTRATION

Upon being offered admission, each candidate is to upload a clear and viewable copy of the following documents on his/her portal:

1. Provisional Letter of admission- downloaded from the internet
2. Letter of acceptance of the offer of provisional admission- downloaded from JAMB portal
3. O-Level results/certificates from WAEC/NECO/NABTEB

4. Any other document like Pre-degree placement, NCE / OND/ JUPEB etc, as applicable
5. Birth certificate
6. Attestation of Local Government of Origin
7. Duly signed Reference letter from Parent/Guardian
8. Duly signed guarantor letter from a grade level 14 officer and above (in the government office) / Imam / Pastor

2.4.9 PROCEDURE FOR VERIFICATION AND SCREENING OF CREDENTIALS OF NEWLY ADMITTED CANDIDATES

The verification and screening of candidates' documents is done online in the following order:

1. Candidates upload the aforementioned required documents for registration
2. The verification officer ascertains the authenticity of the O-Level certificates uploaded, from the various examination bodies (NECO/WAEC/NABTEB and any additional qualification in the case of Direct Entry candidates) and verifies the document. In the case of WAEC, the verification is done using the scratch cards purchased by the University Management. However, those that used NECO need to wait for a while as the verification officer needs to collate list of NECO users before sending it to NECO portal for verification.
3. Upon being verified (as in (2) above), the screening officer takes it from there and ensures that other documents uploaded, meet the approved criteria.
4. Any candidate, whose document (JAMB/O-Level) does not meet the approved requirement of the course offered provisional admission, is disapproved and advised to change course of study.
5. Candidates with disparity in names are also disqualified and advised to go through deed poll for the regularization of their names.
6. Each candidate visits his/her portal to generate matriculation number upon completing the verification and screening exercise.

2.4.10 PROCEDURE FOR CHANGE OF COURSE

Upon being disapproved as a result of deficiency in either O-Level / JAMB subject combination, at the point of screening:

1. The Screening Officer reaches out to the affected candidate.
2. New Departments are suggested to the candidate based on the approved requirements, out of which the candidate chooses from.
3. The candidate submits a copy of EKSU admission letter and JAMB result slip/O-Level depending on where the deficiency lies, to the screening officer.
4. The Head, Admissions Division compiles the list of the applicants for change of course and processes it for the approval of the Vice-Chancellor.

5. The list of applicants for change of course (s), approved by the Vice-Chancellor is forwarded to the ICT Unit for correction on the University portal and various Faculties for absorption.

2.4.11 DEED POLL

With the recent development by JAMB, where candidates' names are picked from the NIN portal, there have been cases of disparity in names of candidates on the documents uploaded for registration. Deed poll is the approved means of regularizing the disparity in names by the University Management. The process is simple and straight forward.

1. Lists of candidates with disparity in their names are collated for the correction through deed poll.
2. A meeting is scheduled with the affected candidate (s), where a representative is chosen from among them to liaise with the Legal Officer(s).
3. The representative brings a list of candidate (s) that have completed the deed poll procedure, along with the copies of the deed poll.
4. The screening officer in turn screens the affected candidate (s) upon being presented with the copy of duly sealed deed poll.

2.4.12 PROCEDURE FOR DEFERMENT OF ADMISSION

The following conditions must be met by any candidate requesting for deferment of admission.

i. Must pay all prescribed fees.
ii. Must complete the registration exercise, including Faculty and Departmental registration.
iii. Must matriculate with valid matriculation number assigned.
iv. Must obtain University approval.

2.4.13 PROCEDURE FOR FINAL YEAR SCREENING

1. Submission of admission letter and original O-Level/OND/NCE certificates.
2. Verification of O-Level/OND/NCE certificates.
3. Checking of Matriculation list to ascertain studentship.

2.4.14 PROCEDURE FOR THE VERIFICATION OF ADDITIONAL QUALIFICATION OF DIRECT ENTRY CANDIDATES

i. Copies of the additional qualification(s) are submitted by the students to the Admissions Office at the point of registration
ii. A letter addressed to the Registrar of the institution that issued the result/certificate will be attached to the earlier submitted result/certificate and

sent either through courier service or email to the institution for verification. The letter is signed by the Admissions Officer on behalf of the Registrar.

iii. Once the originating institution has verified the result/certificate either via email or letter, the candidate will be cleared and can now proceed to complete the registration process.

2.5 EXAMINATIONS AND TRANSCRIPTS DIVISION

The Examination and Transcripts Office is a Division of the Directorate of Academic Affairs with the functions listed below:

a. Coordination and reporting on Examination matters

b. Warehousing of Students academic records including registration data and approved Senate results for issuance of transcripts and documentation

c. Issuance of academic transcripts of students/graduands

d. Authentication and Verification of transcripts

e. Signing of final clearance forms for regular and part-time students

2.5.1 GENERAL FUNCTIONS OF THE DIVISION

1. Attendance of Senate to compile approved results and graduating list and custody of students record-student data files and documentations.

2. Participation in University examination management services, requisition and distribution of examination materials, imprest and monitoring and reporting on examination activity.

3. Participation in the screening and issuance of academic clearance to graduating students.

4. Processing and issuance of academic transcript on request and payment to the University

2.5.2 PROCESSING OF EXAMINATION MATERIALS

The Unit of the Division saddled with the responsibility of processing examinations' materials for the University.

(i) Examinations and Transcripts Division will write to the Vice-Chancellor requesting for approval of the semester's examinations' materials;

(ii) The Director, Directorate of Procurement will write to the Head, Examinations and Transcripts to inform him of the arrival of the approved materials;

(iii) Examinations and Transcripts Division will write to Faculty Officers/Secretaries of Academic Programmes/Directorates to forward their request for the semester's examinations materials.

(iv) Examinations and Transcripts Division will allocate materials according to the request of Faculties/Directorates/Academic Programme Centres.

(v) Faculty Officers/Secretaries of Academic Programmes will visit the Central Stores to collect materials requested for and approved.

2.5.3 PROCEDURE FOR TRANSCRIPT COLLECTION

The following are the procedures for the collection of academic transcripts.

1 PROCEDURE FOR SECURING TRANSCRIPTS

A. SUBSCRIBERS

(i) He/she will log into www.eksuportal.edu.ng;

(ii) He/she will click on apply for transcript;

(iii) He/she will create an account with the log in details using username and password;

(iv) He/She would make payment for transcript (s): this will be made through the Remitta platform;

(v) Log in to the page via username and password created to fill the application form for transcript (s);

(vi) Supply all the details through the form created on line and fill the required space provided correctly with appropriate information needed;

(vii) Click on submit button for submission.

B. OFFICIAL INVOLVEMENT

(i) The Desk Officer in charge in the Transcripts' Office will sign in and download the application form submitted by the subscribers;

(ii) The application form will be processed as follows:

(a) The hard copy will be minuted to the sorting room, where the result of the subscriber will be sorted;

(b) The results will be written out;

(c) The results will be checked thoroughly at the sorting and written room before sending same to Data Processing Unit for typing;

(d) The transcripts will be vetted two or three times;

(e) Corrections will be effected by the Data Processing Officer;

(f) The transcripts will be taken to the Vetting Officer for final vetting;

(g) The transcripts will be taken to the Head of Division for signing;

(h) It will be taken to the Registrar's Office for sealing:

(i) It will be taken to the Operation Officer who will mail it via the University e-mail, or

(j) The transcript would be taken to the courier service operator to be sent to the location prescribed by the subscriber. *(This will be based on the*

personal arrangement by the subscriber with the Courier Service Operator of his/her choice).

In addition to the above, the Division also writes letter to explain the reason for exempting some categories of graduates from commencing their programmes at 100 Level (First year).

2.5.4 CLEARING OF STUDENTS FOR GRADUATION

The Unit of the Division saddled with the responsibility of issuing clearance to graduating students to enable them collect their Notification of Results and Certificates. The procedure of clearing students for graduation by the Division is through:

(i) Presentation of the payment receipt to the Clearance Desk Officer;
(ii) Preparation of clearance forms for graduating students;
(iii) Issuing of clearance forms to graduating students to enable them collect their Notification of Results/Certificate;
(iv) Presentation of the clearance form after filling same and endorsed by appropriate officers of the University;
(v) Checking of Verification of Certificates Clearance list vice-versa documents presented by the graduating Students;
(vi) Checking and confirmation of involvement of graduating students in disciplinary cases through the list of Students Disciplinary Committee from Directorate of Students' Affairs;
(vii) Clearing the students after the above by signing of the clearance by Desk Officer;
(viii) Directing the graduating students to Verification Units of the Directorate of Academic Affairs for final verification of certificate.

2.5.5 VERIFICATION OF TRANSCRIPTS

The Unit responsible for verifying the authenticity of transcripts requested by academic institutions/organizations observes and follow these processes viz.

(i) Requests for verification of transcripts are written to the Registrar.
(ii) Registrar will minute the request to the Director of Academic Affairs who will in turn minute same to the Head of Examinations and Transcripts Division.
(iii) The Head of the Examinations and Transcripts Division will minute it to the Desk Officer in charge of Verification.
(iv) The Verification Officer will retrieve the official copy on-line and compare with the copy minuted to him/her.

(v) Verification Officer will verify the transcript by checking the date the retrieved transcript was produced vis-à-vis the one received.
(vi) Verification Officer will verify the address where the transcript was sent to.
(vii) Verification Officer will confirm the signature of the Head of the Division.
(viii) The Head of Division, after confirming his/her signature will minute it to the Deputy Registrar (Notifications and Certificates) who will verify the certificate and mail the two (certificate and transcripts verified) appropriately.

2.5.6 NOTIFICATIONS AND CERTIFICATES DIVISION

The Notifications and Certificates Division comprises of three Units namely:

1. Notification of Result Unit
2. Certificate Unit and
3. Verification Unit

2.5.7 NOTIFICATION OF RESULTS UNIT

1. The Notification of Results Unit deals with processing and issuance of Notification of Results to graduating students.
2. Results from the various Faculties and Academic Programme Units are considered and recommended for approval by the Business Committee of Senate.
3. The results are approved by Senate or by the Vice-Chancellor on behalf of Senate.
4. The approved results are forwarded to the Division.
5. Graduating students come to the Unit with duly signed clearance forms in duplicates.
6. Notification of Results are issued to deserving graduating students upon confirmation of the payment of prescribed fees, presentation of Student Identity Card/Letter of Identification from the student's HOD.
7. Notification of Result should not be issued in proxy.

2.5.8 CERTIFICATE UNIT

1. The Certificate Unit is saddled with the responsibility of processing and issuance of Certificates to all graduates of the University: Diploma, First Degree, and Postgraduate.
2. Certificate request slip with payment receipts and photocopy of Notification of Result are to be submitted to the Certificate Office by all graduands.
3. Issuance of Certificates depends essentially on the confirmation of the payment of prescribed fee, submission of original copy of Notification of Result, Student Identity

Card or other means of identification such as National Identity Card, Voters Card, and International Passport, in addition to Identification Letter from student's HOD.
4. Certificates should not be issued in proxy except if the owner is living outside the country and upon fulfilment of the following requirements:
a. Official letter of authority by the owner addressed to the Registrar.
b. Sworn Affidavit from the Court of Law where the owner resides.
c. Photocopy of Data Page of International Passport of the owner.
d. Photocopy of Visa Page to the country of domicile.
e. Photocopy of Notification of Result,
f. Photocopy of payment receipts for certificate.
g. Two passport photographs of both the owner and the representative attached to the letter of authority.
h. All the above requirements must be sent to registrar@eksu.edu.ng.

2.5.9 VERIFICATION UNIT

1. The Verification Unit deals with verification of Diploma, First Degree and Postgraduate Certificates, Notification of Results, Credentials and other related documents of graduates of the University.
2. The organisation(s) and individual(s) requesting for result verification are made to pay a stipulated amount of verification fee through the University Portal, and the evidence of payment attached to the request.
3. The documents are forwarded to the Registrar either by post or through his official E-mail: registrar@eksu.edu.ng.
4. The Registrar minutes them through the Director, Directorate of Academic Affairs to the Head, Notifications and Certificates Division.
5. The requests are thereby confirmed using the Convocation Brochure and the Graduating Lists to authenticate the genuineness after which they are typed, vetted, signed and e-mailed to the organisation or otherwise dispatched via courier agents to the respective organisations.

2.6 SENATE AND ACADEMIC MATTERS DIVISION

Senate and Academic Matters Division is a Division of the Directorate of Academic Affairs in the Registry of the University. The Units of the Division is as follows:

1. Senate Matters Unit
2. Committee of Deans Unit
3. Business Committee of Senate Unit
4. Ceremonies Unit
5. Records, Statistics and Store Unit
6. Secretarial Unit
7. Affiliate, Welfare and General Purpose Unit

8. Open Registry Unit

2.6.1 HEAD OF DIVISION

The Division is headed by a Senior Administrative Officer not below the rank of a Principal Assistant Registrar but preferably a Deputy Registrar.

2.6.2 GENERAL DUTIES OF THE HEAD OF DIVISION

a. Responsible to the Director, Directorate of Academic Affairs for the day-to-day administration of the Units in the Division.
b. Coordinate the activities of the Unit Heads in the Division
c. Take notes at the meetings of Senate, Business Committee of Senate and Committee of Deans.
d. Serve as a member of the Ceremonies Committee and Faculty Boards.
e. Issue Notices of meetings as directed by the Chairman.
f. Prepare the draft and final agenda.
g. Collate and circulate folders/papers of Senate meetings to members
h. Requesting Senate members to forward the items to be included in the agenda for consideration
i. Prepare minutes of Senate meetings.
j. Send out Notice of meetings.
k. Preparing of draft and final agenda and circulation of folders for the meetings of the committee.
l. Prepare letters and memoranda on Senate decisions to the appropriate quarters.
m. Screen and register newly admitted students of the University (Full-Time and Part-Time).
n. Coordinate all matters relating to staff development, awards and learned conferences of academic staff.
o. Coordinate matters relating to students in terms of change of course, processing of matriculation numbers and list of graduating Students for convocation brochure and
p. Treat other matters referred to it by the Vice-Chancellor and Senate
q. Prepare minutes of meetings of Business Committee for the consideration and approval of Senate.
r. Communicate decision of the Committee to appropriate quarters
s. Ensure that the summary of the results is written by the schedule officers of the Senate and Academic Affairs Division and the Committee;s recommendations are forwarded to Senate for consideration and approval.

t. See to the Typing of minutes of statutory meetings serviced by the Division.
u. Process decision excerpts of all meetings serviced by the Division.

2.6.3 SENATE MATTERS UNIT

This Unit of the Senate and Academic Matters Division services the Senate/Business Committee of Senate. The Unit is headed by a Principal Assistant Registrar.

2.6.4 MEETINGS OF THE SENATE

The Senate of Ekiti State University holds its meeting on the **last Wednesday of every month.** Senate meetings always hold in the University Senate Chamber.

2.6.5 MEMBERSHIP OF SENATE

i. The Vice-Chancellor (Chairman)
ii. The Deputy Vice-Chancellor (Academic)
iii. The Deputy Vice-Chancellor (Development)
iv. The University Librarian
v. The Provost, College of Postgraduate Studies
vi. The Provost, College of Medicine
vii. Dean of Students
viii. All Deans of Faculties in the University
ix. All Professors in the University
x. All Directors of Academic Programmes
xi. All Head of Departments
xii. Acting Heads of Academic Departments not below the rank of a Senior Lecturer
Xii. The Registrar (Secretary)

OFFICERS IN ATTENDANCE

i. Director, Directorate of Academic Affairs
ii. Director/Deputy Director, Academic Planning
iii. Deputy Registrar/Head of Admissions Division
iv. Head of Senate and Academic Matters Division
v. Head of Examinations and Records Division
vi. Students' Affairs Officer
vii. All Secretaries of Academic Programmes and Faculty Officers
viii. All Heads of Units/Schedule Officers in Senate and Academic Matters Division.

2.6.6 CHAIRMAN OF SENATE

The Vice-Chancellor is the Chairman at all meetings of the Senate. In his absence, the Deputy Vice-Chancellor (Academic) chair the meeting while in the absence of the two of them, the Deputy Vice-Chancellor (Development) hold fort. In the absence of the three persons, anyone acting on behalf of the Vice-Chancellor shall be Chairman.

2.6.7 SECRETARY OF SENATE

The Registrar of the University is the Secretary of Senate. In his absence, the Director (Academic Affairs) shall stand in for him/her. In their absence at any meeting of the Senate, the Chairman shall appoint a suitable person to act as Secretary for that particular meeting.

2.6.8 QUORUM OF SENATE

The quorum of Senate is one-quarter of the total number of its members. However, if no quorum was formed within one hour after the time scheduled for a meeting, the meeting, if an ordinary one, shall be adjourned by the members present to a later time, but if a special or an emergency meeting, it shall stand adjourned sine die.

2.6.9 ATTENDANCE BOOK

The Registrar keeps the attendance book to be signed by the members attending the meetings of Senate. However, the book is kept in the Senate and Academic Matters Division to enable the Schedule Officer for the meeting of Senate writes the names of members before the meeting and review the upward movement of their status.

2.6.10 PREPARATION OF MINUTES AND FOLDER OF SENATE

The Registrar prepares and forward the minutes of meeting and supporting papers of Senate to the Chairman for approval and ensure they are treated as confidential.

2.6.11 SENATE MINUTE BOOKS

Copies of the signed/approved minutes of Senate meetings are regularly pasted in the minutes book after the signatures of both the Chairman and Secretary are obtained.

2.6.12 SENATE DECISION DIGEST

A compendium of Senate decisions are prepared into book form to itemise important decisions of Senate.

2.6.13 SENATE PROCEDURES

The procedure at which the meeting of Senate is conveyed is as stated below:

i. The Director (Academic Affairs) receives directive from Registrar, who doubles as the Secretary to Senate, to release the notice of meeting for the monthly meeting;
ii. The Director (Academic Affairs) passes the information to the Head, Senate and Academic Matters Division for implementation with a view to releasing the notice of meeting to all Senate members;
iii. The minutes of the meeting of Senate from the previous month undergoes the processing in readiness for the following month;
iv. The draft decision excerpts and minutes of Senate meeting are compiled by the Head, Senate & Academic Matters within one week of the meeting for onward transmission to the Director (Academic Affairs) who in turn, after his input, releases the documents to the Registrar for corrections. The documents are returned after the input of the Registrar to SAM Office for correction, if any, while the clean copy is prepared for the Registrar to be forwarded to the Vice Chancellor for vetting and further directive that the documents could be pasted on Senate platform for members to vet.
v. Upon the clearance of Registrar and Vice Chancellor, the Senate Decision Excerpts are released to the affected persons/faculty for implementation.

2.6.14 HIGHLIGHTS OF PREPARATION TOWARDS A MEETING OF SENATE

1. Release of notice of meeting
2. Preparation of draft minutes of meeting for input from Senate stakeholders
3. Generation of Matters Arising from the previous minutes of Senate
4. Display of Senate minutes for members' inputs and vetting
5. Preparation of Senate folders
6. Display of soft Senate meeting's folders on the platform of Senate.

2.6.15 STATUTORY COMMITTEES OF SENATE

The statutory Committee of Senate are primarily as follows:

1. **Committee of Deans**
2. **Business Committee of Senate**

Other statutory and ad-hoc Committees set up for specific purpose are given terms of reference with their assignments terminating once the reports are submitted.

2.6.16 COMMITTEE OF DEANS UNIT

This Unit of Senate and Academic Matters Division in the Directorate of Academic Affairs services the meeting of Committee of Deans of the University. The Unit is headed by a senior Administrative Officer in the Unit preferably a Principal Assistant Registrar.

2.6.17 MEMBERSHIP OF COMMITTEE OF DEANS

1. Chairman (elected among the Deans of Faculties in the University)
2. All other Deans of Faculties.
3. Dean of Students' Affairs
4. Director, Directorate of Academic Affairs

OFFICERS IN ATTENDANCE

1. Head, Senate and Academic Matters Division
2. Schedule officers of the Unit

2.6.18 TIME OF THE REGULAR MEETING

The regular meeting of the Committee of Deans are held on the **first Wednesday of every month by 8.00 am** at the Senate Chamber.

2.6.19 QUORUM

One quarter of the members forms the quorum in any of the meeting of the Committee of Deans.

2.6.20 ` SCHEDULE HANDLED BY THE COMMITTEE OF DEANS

This is a committee of Senate that all Deans of Faculties are members while the Head, SAM acts as the secretary. Its major business include the following:

i. Consideration and recommendation to Senate on Conference Attendance and Sponsorship: International and Local Conferences for academic staff.
ii. Serving as an advisory body to the Vice-Chancellor on Conference Attendance and Sponsorship.
iii. Consideration and recommendation to Senate on Transfer of Studentship from other Institutions.
iv. Consideration and recommendation to Senate on Change of Course/Programme.
v. An Advisory body to the Vice-Chancellor on Senate matters.
vi. Handling other business assigned by the Senate and any other matter referred to it by the Vice-Chancellor.

2.6.21 PROCEDURE FOR APPLICATION FOR CONFERENCE SPONSORSHIP

i. Applicants must apply in writing at least six months to the conference
ii. Duly completed TETfund Conference Attendance and Nomination form attached to the application should be as Appendix 1
iii. Letter of Invitation by the host organization of the Conference should be attached as Appendix II.

iv. Conference registration fee must be stated and where there is no need for registration fee, applicant must attach a letter from the organizer stating same.
v. Cost of accommodation, Visa, Ticket and Local Transport must be stated.
vi. Evidence of the acceptance of abstract must be provided.
vii. The applicant must ensure that his/her papers get to TETFund early enough TETFund considers papers quarterly each year.
viii. The template of the Summary Table after the submission of documents by applicants for the Conference must be attached as Appendix III.

2.6.22 PROCEDURES FOR CONSIDERATION OF CONFERENCE ATTENDANCE/SPONSORSHIP

i) The Vice Chancellor forwards the request from the prospective Academic Staff to the Chairman, Committee of Deans for consideration and recommendation to Senate;
ii) The Chairman sends the request(s) to the Secretary for collation and generation of brief in consonance with the requirement template for conference attendance;
iii) A meeting of the committee is called for the request to be considered with a view to determining who qualifies;
iv) The report/recommendation of the committee is sent to Senate through its chairman for possible approval.

2.6.23 PROCEDURES FOR CONSIDERATION OF TRANSFER OF STUDENTSHIP FROM OTHER INSTITUTION

i) The prospective students from other institution visit the University website to make payment for transfer of studentship form.
ii) Obtain from the previous higher institution, a complete academic transcript to be forwarded to the Registrar, Ekiti State University.
iii) Obtain letter of Attestation from his/her institution, indicating he/she is of good behaviour and not member of any unregistered association and he/she is leaving the institution without any blemish.
iv) The Secretary of Committee of Deans prepares the request for the consideration of the Committee of Deans using the criteria template for the shortlisting.

2.6.24 BUSINESS COMMITTEE OF SENATE UNIT

The Business Committee of Senate Unit of the Senate and Academic Matters Division is saddled with the business of considering the results of students from Faculties, Directorates, Affiliates etc. The Academic Affairs Officer ensures that the Unit:

a) prepares a notice of meeting, requesting Senate members to forward the items which they wish discussed along with the supporting documents to the Business Committee of Senate by or before the middle of the month;
b) prepares the draft agenda, minutes of the previous meeting and other Senate papers including the attendance register;
c) collates and distributes the files/folders for the meeting and makes other necessary arrangements for the smooth conduct of the meeting;
d) takes the minutes of the meeting, prepares the draft decisions taken at meeting and communicates the decisions to the concerned staff, students, Faculties/Departments, on behalf of the Registrar;
e) Senate decision extracts, Minutes of meetings and the Attendance or Register are kept in the Division.

BUSINESS COMMITTEE OF SENATE MEMBERSHIP:

1. Vice-Chancellor or his Nominee - Chairman
2. One Representative of each Faculty - Member
3. Dean of Students' Affairs - Member
4. Registrar or his Nominee - Secretary

OFFICERS IN ATTENDANCE

1. Director, Academic Affairs
2. Admissions Officer
3. Head, Senate and Academic Matters Division
4. Head, Exams and Records Division
5. Students Affairs Officer
6. Schedule Officers of (i) Senate and Academic Matters Division
   (ii) Exams and Records Division

2.6.25 PROCEDURES OF MEETINGS OF BUSINESS COMMITTEE

The Business Committee is headed by the appointee of the Vice-Chancellor as chairman and its members are representatives of Faculties as approved by Senate. The procedures for conduct of Business Committee of Senate meeting is as stated below:

i. The Chairman gives directive to the Secretary of the Committee to place notice of meeting for the consideration of results;
ii. The notice of meeting is pasted on the Business Committee of Senate platform for members' information and attendance;
iii. On the day of the meeting, each Dean of each Faculty presents the results in conjunction with his/her HOD for the consideration of members of Business Committee of Senate;

iv. Members of Business Committee of Senate critically scrutinize the results and make corrections where necessary for a clean copy in hard and soft to be re-presented;

v. The summary of the results is put together by the Secretary of the committee in the Senate and Academic Matters Division in form of a report for vetting of the Chairman; and

vi. The vetted report is presented to the Vice Chancellor for his advice and vetting before his final endorsement/approval.

2.7 THE GRADING SYSTEM IN THE UNIVERSITY

1. A very important factor in taking decision about students' performance in semester and Average (GPA) degree examination, under the course unit system of the University, is the Grade Point.
2. For appropriate decision to be taken about a candidate's graduation and class of degree, accurate computation of CGPA and interpretation of input data from the students first semester examination in the University is necessary.
3. Officers in charge of the Business Committee of Senate must know the old grading system for the award of degrees such as:-

MARK	LETTER GRADE	GRADE POINTS
70-100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
40-44	E	1
0-39	F	0

2.7.1 GRADING OF EXAMINATION (NEW SYSTEM) FROM NUC

SCORES	GRADE	GRADE POINT
70-100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
0-44	F	0

2.7.2 CLASSIFICATION OF DEGREE

CLASS OF DEGREE	SCORE	CGPA
First Class	70-100	4.50 – 5.00
Second Class Upper Division	60-69	3.50 – 4.49
Second Class Lower Division	50-59	2.40 – 3.49
Third Class	45-49	1.50 – 2.39

2.7.3 LOCAL WARNING

100 level student that obtain a GPA (Grade Point Average) below 1 will receive local warning.

2.7.4 PROBATION

Students from 200 level to 400/500 level whose CGPA fall below 1.00 be placed on probation.

2.7.5 WITHDRAWAL

Criteria for withdrawal of studentship from the University are as stated below

a) Any student with CGPA below 0.50 for two consecutive semesters.
b) If a student did not register for two consecutive semesters without Senate approval
c) In College of Medicine, any student who fails any of the courses

2.8 INAUGURAL LECTURES

The Ceremonies Unit in the Senate and Academic Matters Division under the activities for Inaugural Lectures as follows:

i. Issuing call circulars to all Professors who are yet to deliver their Inaugural Lectures to indicate willingness and a preferred date:
ii. Preparing Inaugural Lecture roster at the beginning of the session;
iii. The Vice Chancellor's approval of the roster through the Registrar
iv. Circulating the roster to all Professors concerned.
v. Communicating with the various arms of the University that have one role or the other to play in terms of preparation and decoration of the venue, provision of public address system, provision of stand-by source of power supply, publicity in the print and electronic media and organizing of the cocktail.
vi. Providing academic robes for the officers in the Vice-Chancellor's procession.

2.9 MEMBERSHIP OF CEREMONIES COMMITTEE - Order of Procession (Current practice)

Director (Academic)
Dean of Agricultural Sciences
Dean of Arts
Dean of Basic Clinical Sciences
Dean of Basic Medical Sciences
Dean of Clinical Sciences
Dean of Education
Dean of Engineering
Dean of Law
Dean of Management Sciences
Dean of Multidisciplinary Studies
Dean of Physical Sciences

Dean of Science
Dean of the Social Sciences
Dean of Students' Affairs
Provost, College of Postgraduate Studies
Provost, College of Medicine
University Librarian
Bursar
Registrar
Deputy Vice-Chancellor (Development)
Deputy Vice-Chancellor (Academic)
Inaugural Lecturer
The Vice-Chancellor

2.10 CONVOCATION CEREMONIES

The Academic Affairs Officer plays a crucial role in the activities of the Ceremonies Committee. Given the fact that a Convocation Ceremony is an academic event, the Academic Officer, Examinations Officer and the Senate Officer are members of the Ceremonies Committee.

The Director, Academic Affairs is usually the Chairman of the Publication and Co-sub-committee of the Ceremonies Committee. The Division liaises with the Press for the production of Order of Proceedings for Convocation ceremonies.

The Division carefully and meticulously reads the galley proof of the publication and ensures that all errors are corrected before the final production of the Order of Proceedings. The Division also takes delivery of the finished products from the Press and distributes to the Faculties through the Faculty Officers to the graduands.

2.11 ORDER OF PROCESSION:

Academic Procession: The Academic procession will move from the foyer of Omolayo Administration Building to the Convocation Venue, in the following order.

First Division

Students' Affairs Officer - Director/Deputy Registrar/PAR (Students)
Students Union Officials
Alumni Association Officials

Second Division

Head, Senate and Academic Matters Division
(Senate Members)
Senior Lecturers

Readers
Professors

Third Division
Director of Academic Affairs
Deans of Faculties
Provost College of Medicine
Provost College of Postgraduate Studies

Fourth Division
Head, Exams and Records Division
Principal Officers of other Universities
Provosts/Rectors of other Institutions
Vice-Chancellors of other Universities

Fifth Division
Director, Council Affairs
Members of the University Governing Council
Bursar
University Librarian

Sixth Division
Registrar and Secretary to the Council
Deputy Vice Chancellor (Development)
Deputy Vice Chancellor (Academic)
The Vice Chancellor
Pro-Chancellor
Mace Bearer
Chancellor
The Visitor

2.12 MATRICULATION PROCEDURES FOR FRESH STUDENTS -

1. The order of procession is as follows:
    i. Students' Affairs Officer
    ii. Admissions Officer
    iii. Head, Senate and Academic Matters Division
    iv. Director (Directorate of Academic Affairs)
    v. Dean of Students' Affairs
    vi. Dean of Agricultural Sciences
    vii. Dean of Arts

viii. Dean of Basic Clinical Sciences
ix. Dean of Basic Medical Sciences
x. Dean of Clinical Sciences
xi. Dean of Education
xii. Dean of Engineering
xiii. Dean of Law
xiv. Dean of Management Sciences
xv. Dean of Multidisciplinary Studies
xvi. Dean of Physical Sciences
xvii. Dean of Science
xviii. Dean of the Social Sciences
xix. Provost, College of Medicine
xx. Provost, College of Postgraduate Studies
xxi. University Librarian
xxii. Bursar
xxiii. Registrar
xxiv. Deputy Vice-Chancellor (Development)
xxv. Deputy Vice-Chancellor (Academic)
xxvi. The Vice-Chancellor

2. Coordination of Matriculation Ceremony

(a). A draft list of registered freshmen is forwarded by the Admissions Officer to the Academic Affairs Division to facilitate the coordination of Matriculation Ceremony in terms of:

- the release of Matriculation gowns to the Faculty Officers;
- sitting arrangements at the Matriculation Venue;
- verification of Matriculation Numbers assigned to the freshmen.

(b). A copy of duly endorsed Matriculation Register is forwarded to the Academic Affairs Division for the purpose of records after the Matriculation Ceremony.

3.0 DIRECTORATE OF COUNCIL AFFAIRS & GENERAL ADMINISTRATION

3.1 INTRODUCTION

The Directorate of Council Affairs and General Administration is the Secretariat responsible to the Registrar for the provision of secretarial, clerical and logistic services to the Governing Council and its Committees. It also assists the Registrar to carry out general administrative assignments in the University that are not assigned to any specific administrative unit. The Directorate consists of two (2) Divisions, namely:

(i) Council Affairs Division; and

(ii) General Administration Division

The activities of the two (2) Divisions are supervised by the Director, who reports to the Registrar as required and appropriate.

3.2 COUNCIL AFFAIRS DIVISION

The Council Affairs Division is saddled with the task of providing administrative services to the Governing Council and its Committees. The Division carries out its assignments through the following units:

(a) Council Services Unit

(b) Logistics/Welfare Unit

(c) Secretarial/Documentation Unit

The activities of the Units are coordinated by the Head of Division, who reports to the Director as appropriate.

3.3 COUNCIL SERVICES UNIT

Council Services Unit essentially services the meetings of Governing Council and its Committees (statutory and *ad hoc)*, which include:

(i) Finance and General Purposes Committee (F&GPC)

(ii) Tenders Board

(iii) Council Appeal Committee (CAC)

(iv) Petty Contracts Committee (PCC)

(v) Public Private Partnership (PPP)

(vi) Congregation

(vii) Security Committee

(viii) Staff School Board of Governors

(ix) Housing Allocation Committee

(x) Budget Monitoring Committee

(xi) Budget Performance Committee

(xii) Board of Survey

(xiii) Ceremonies Committee

(xiv) Appointments and Promotions Committee (Academic) (A&PC)

(xv) Appointments and Promotions Committee (Administrative and Technical Staff)

(xvi) Junior Staff Appointments and Promotions Committee (JSC)

(xvii) Senior Staff Disciplinary Committee (SSDC, Academic)

(xviii) Senior Staff Disciplinary Committee (SSDC, Administrative and Technical Staff)
(xix) Junior Staff Disciplinary Committee (JSDC)
(xx) Development Committee
(xxi) Joint Council & Senate Selection Committees

3.3.1 FUNCTIONS OF THE COUNCIL SERVICES UNIT

(i) Liaising with the relevant organs of the University to ensure hitch-free servicing of the meetings of the Governing Council and its Committees. The critical organs include:
(a) The Directorate of ICT (for the virtual coverage of meetings);
(b) Works and Services (for necessary repairs and menial services of artisans, etc);
(c) Information & Telecommunication (for audio services, etc).
(ii) Arranging the appropriate equipment to facilitate smooth physical and virtual participation of the respective members.
(iii) Writing of draft minutes, decision excerpts, circulars and letters for vetting.
(iv) Communicating the decisions of Council as appropriate.

3.4 LOGISTICS/WELFARE UNIT

3.4.1 FUNCTIONS OF THE LOGISTICS/WELFARE UNIT

(i) Providing refreshment and meals during the meetings of Council and its Committees.
(ii) Booking accommodation for external Members of Council and giving them relevant information as and when due.
(iii) Arranging the passages of external Council Members whenever the need arises.
(iv) Processing the payment of the benefits of the Council members and other affected officers of the University. These benefits include Allowances, Honoraria, Air Tickets, Fueling, Stipends, etc.

3.5 SECRETARIAL/DOCUMENTATION UNIT

3.5.1 FUNCTIONS OF THE SECRETARIAL/DOCUMENTATION UNIT

(A) SECRETARIAL SECTION

(i) Circulating the Notice of Meetings to the respective members as soon as the date of the meetings is confirmed.
(ii) Collation and preparation of Folders of the meetings of Council and its Committees. The Folders usually contain the Agenda, Situation Reports (if applicable), Minutes of Meetings, Matters Arising and Substantive Papers/Items for the respective meetings.
(iii) Handling enquiries, telephone calls and visitors.
(iv) Typing the Notice of Meetings, Briefs and the Minutes of the meetings.
(v) Monitoring emails in and out of the office.
(vi) Typing of letters, memos, letters of award, circulars, decision excerpts, matters arising, etc.
(vii) Processing of Combined Stores Requisition and Issue Vouchers (CRIV).
(viii) Processing of Certificates of Registration contractions and Renewal of registration of Contractors/Consultancy.
(ix) Managing the records for ease of reference.

(x) Collating the folders of various meetings, including briefs and papers to be presented at such meetings.

(B) DOCUMENTATION SECTION

Registration of University Contractors and Consultants

(i) Requirements for Registration of Contractors and Consultants

- Certificate of Incorporation
- Tax Clearance of the last three (3) years
- Certified Statement of Account for the last six (6) months
- Original receipt of payment through REMITA or other acceptable payment platforms

(ii) Requirements for Renewal of Contract

- Request for the renewal of registration
- Tax Clearance of the last three (3) years
- Certificate of Incorporation

(III) REGISTRATION OF CONTRACTORS GUIDELINES FOR REGISTRATION AS A CONTRACTOR IN THE UNIVERSITY

(a) prevailing fees for Categories 'A', 'B' or 'C' respectively into the University-designated bank account through Remita. Category 'A' is for Consultants, Category 'B' is for Supplies and Petty Contractors, while Category 'C' is for major Contractors.
(b) Convert the obtained Remita (Teller) to a receipt at the Bursary Department of the University and make two (2) photocopies of the receipt.
(c) Submit the two (2) photocopies of the receipt to the Council Affairs Division to obtain a Contractor Registration Form and the list of requirements.
(d) Submit the processed/completed form with all the requirements to the Council Affairs Division.
(e) pay the appropriate non-refundable registration fee, based on the category and grade selected by the prospective contractor, into the designated University bank account, details of which are obtainable from the Council Affairs Division.
(f) A letter/Certificate of Registration as a Contractor will thereafter be issued if the contractor meets all the stipulated requirements.

3.6 GENERAL ADMINISTRATION DIVISION (GAD)

The General Administration Division consists of two Units, namely: General Administration and Postal /Courier Services Units. The activities of the two Units are coordinated by the Head of Division.

3.6.1 GENERAL ADMINISTRATION UNIT

Functions of the General Administration Unit, which are carried out by the unit, are:

(a) Obsolete / Waste Paper Disposal

(i) Sending memos to Faculties, Directorates, Departments and Units of the University requesting the availability of obsolete/waste papers.

(ii) Issuance of memos to offices that signify the availability of obsolete/waste papers.

(iii) Conveying the Vice-Chancellor/Management's approval to dispose of obsolete/waste papers as appropriate.

(iv) An Officer from the General Administration Unit will accompany the Vendor to assess the obsolete/waste papers at their locations.

(v) Weighing of obsolete/waste papers at the prevailing rate per kilogram.

(vi) Issuance of Memos authorising the Vendor to pay into the University's designated bank account.

(vii) Issuance of Gate Pass authorising the Vendor(s) to take possession of the waste papers that have been weighed after the presentation of appropriate evidence of payment.

(viii) An Officer of the General Administration Unit will accompany the Vendor to take the Gate Pass to the Chief Security Officer for endorsement to ensure easy passage of obsolete/waste papers through the University Gate.

(ix) To ensure that the Gate Pass given to the Vendor is not used twice, it will be signed and authenticated with the current date each time it is to be utilised.

(b) Deceased Staff Matters

(i) Receiving the notification of death from the relatives and the Head of the Department of a deceased staff member through the Registrar's Office.

(ii) Collection of the deceased staff's personal file from the Directorate of Personnel to enable the Unit to make photocopies of the relevant information.

(iii) Preparation of a condolence letter to the deceased staff member's family, which must be received by his/her next of kin.

(iv) Issuance of a memo to the Director of Personnel informing his/her of the demise of the staff.

(v) Preparation of cash advance for burial expenses (using the prevailing approved amount), which must be collected by the next of kin of the deceased staff, while another family member will be a witness.

(c) University Monthly Prayer Meeting/Vice-Chancellor's Briefing

(i) Facilitating the meetings of the University Prayer Committee and the University Monthly Prayer Programme.

(ii) Sending Notices (hard and soft copies) to the University community informing them of the date, time and venue of the University Monthly Prayer Meeting/Vice-Chancellor's Briefing.

(iii) Sending invitation letters to all prospective Officiating Ministers.

(iv) Cleaning and decoration of the Venue.

(v) Liaising with EKSU Band for smooth praise sessions during the Monthly Prayer Meeting.

3.6.2 Postal/Courier Services Unit

The functions of the Unit carried out are listed below, viz.

(i) All University mails are processed for posting as official document(s). Mails are processed with the completion of the outgoing mail form, duly signed by the respective Head of Department/Unit.

(ii) Such a request is then approved by the Registrar and sent to the Unit.

(iii) The Unit calls the approved courier agent to pick up the mail.

(iv) The Unit assists offices and individual staff to track mail online with the courier agent and attend to any challenge that comes up.

(v) The Unit processes the monthly payment of the courier bill and forwards it to the Registrar for further processing.

(vi) The Unit takes official mail for postage to the Post Office.

(vii) The Unit procures the Postal Stamps for official postage.

Note: The Governing Council of the University has the power to regulate or review its rules of proceedings, taking cognisance of extant rules such as the Standing Order for meetings in the University, and all Administrative Staff should be conversant with these rules.

4.0 DIRECTORATE OF PERSONNEL

4.1 INTRODUCTION

The Directorate of Personnel assists the Registrar in dealing with matters of appointments, promotions, welfare and discipline of all categories of staff in the University. The main categories of staff include the Academic, Administrative & Technical and Junior Staff, while others are the Corps members on the National Youth Service Scheme and Student Attachés on Industrial Training in the University.

The Directorate is headed by a Director who performs oversight functions over its Divisions and serves as a link to other Departments in the University, particularly the Offices of the Vice Chancellor and the Registrar. The functions of the Directorate of Personnel are carried out in its three divisions, namely:

1. Establishment Academic Division;
2. Establishment Non-Teaching Senior Division; and
3. Establishment Non-Teaching Junior Division.

The schedule of the Directorate covers personnel matters of each category of staff in the University and services the appropriate University Appointments and Promotions Committees and Staff Disciplinary Committees. The coordination of the activities of the Directorate is done by the Director, who liaises constantly with the Registrar to ensure the proper flow of work.

4.2 FUNCTIONS

The specific functions of the Directorate are as follows:

1. General assistance to the Registrar in all employment matters;
2. Responsibility to the Registrar for:
3. The preparation for and the servicing of the meetings of the University's Appointments and Promotions Committees;
4. Matters relating to appointments, confirmation of appointments, promotions, discipline, transfers and resignation/withdrawal of service of all categories of staff, including matters relating to the welfare and claims of Adjunct Lecturers;
5. Matters relating to annual leave, study leave/staff development, maternity leave, casual leave, examination leave, fellowship leave, leave of absence, sabbatical leave and other forms of leave;
6. The preparation of recommendations from the Appointments and Promotions Committee and the Staff Disciplinary Committees to Council on matters of all categories of staff relating to their appointments, promotions, welfare, discipline, etc.;

7. provision of secretaries for all ad-hoc committees, such as investigation and disciplinary panels involving staff;
8. provision of Secretaries for all interviews and assessment Panels for the appointment of all categories of staff;
9. Maintenance of records and periodic preparation of staff statistics.

4.3 PROCEDURES

4.3.1 Appointments:

i. The Director of Personnel, acting on behalf of the Registrar, requests and collates draft advertisements for vacant staff positions as submitted by the Deans of Faculties/Heads of Department for further necessary action;

ii. Advertisement for vacant positions shall be done by the Registrar. The approved advertisements, which shall specify all requirements for the job, qualifications expected from the candidates and method of presentation, are published as appropriate to ensure adequate publicity both within and outside the University.

iii. After the closing date for submission of applications, the Director of Personnel, in conjunction with the concerned Divisional Head, sorts out the applications received, and forwards them to the Deans of Faculties / Heads of Department, as appropriate, for shortlisting, according to advertised qualifications, experience and other requirements.

iv. The Deans of Faculties/Heads of Departments send the list of shortlisted candidates to the Registrar, and the Vice Chancellor approves the short-list, following which the candidates are invited for interview on a date approved by the Vice-Chancellor or Registrar, as appropriate;

v. The Director of Personnel, in conjunction with the concerned Divisional Head, makes necessary arrangements for interviews. The list of the Panel of interview for shortlisted candidates is approved by the Registrar or the Vice-Chancellor, as appropriate. The interview reports are forwarded to the appropriate Appointments & Promotions Committee for consideration and subsequent presentation to the Governing Council for approval/ratification as may be appropriate.

vi. The Director of Personnel, in conjunction with the concerned Divisional Head, prepares letters of offer of appointment for the signature of the Registrar. No appointment shall be made unless there is a budgetary provision and availability of funds.

vii. The letters are issued to the successful candidates, and

viii. The Director, in conjunction with the concerned Divisional Head, on behalf of the Registrar, takes the new employees through the assumption of duty formalities, which

include the issuance of a note to the University Health Centre for a medical fitness test, and completing appropriate personal data forms.

4.3.2 Procedure for Promotions/Confirmation of Appointments/Annual Increment Academic Staff

1. By May each year, the Registrar forwards a circular to all academic staff, requesting them to complete the staff appraisal forms as appropriate for consideration for promotion, confirmation of appointment and annual increment.

2. The Faculty /College's Review Committee considers the recommendations from the Heads of Department within the Faculty/College and forwards recommendations for promotion, confirmation of appointment and annual increment to the Director of Personnel, for the consideration of the Appointments and Promotions Committee (Academic Staff).

3. The Library takes the recommendations for the promotion of Academic Staff in the Library through the same process as in (ii) above through the Library's Review Committee.

4. Any member of staff who feels that his/her promotion has been overlooked shall have the right of appeal to the Vice Chancellor. He or she shall send a copy of the appeal through the Head of Department and the Dean of the Faculty or the Provost of the College, who shall make comments on the appeal to the Vice Chancellor.

5. Promotion or appointment to a professorial (Reader and Professor) position is made after the publications of the affected person have been assessed by external assessors and at least two out of three assessors' reports are positive; however, for Senior Lecturers, the report of three internal assessors shall suffice, with at least two of them returning as positive.

4.4 Administrative & Technical Staff:

1. By May each year, the Registrar forwards a circular to all Administrative and Technical Staff, requesting them to complete the staff appraisal forms as appropriate for consideration for promotion, confirmation of appointment and annual increment.

2. The Directorate's /Faculty's Review Committee considers the recommendations from the Heads of Department within the Directorate, Faculty and Divisions and forwards recommendations for promotion, confirmation of appointment and annual increment to the Directorate of Personnel for the consideration of the Appointments and Promotions Committee (Administrative & Technical Staff).

3. The Library takes the recommendations for the promotion of Senior Professional Staff in the Library through the same process as in (ii) above, through the Library's Review Committee.

4. Any member of staff who feels that his/her promotion has been overlooked shall exercise the right of appeal to the Vice Chancellor. He or she shall send a copy of the appeal through the Head of Department and the Dean of the Faculty or the Provost of the College, who shall make comments on the appeal to the Vice-Chancellor.

4.5 Junior Staff

1. By May each year, the Registrar forwards a circular to all junior staff, requesting them to complete the staff appraisal forms as appropriate for consideration for promotion, confirmation of appointment and annual increment.

2. The Directorate's /Faculty's Review Committee considers the recommendations from the Heads of Department within the Directorate/Faculty and forwards recommendations for promotion to the Directorate of Personnel for the consideration of the Appointments and Promotions Committee (Junior Staff).

3. The Library takes the recommendations for the promotion of Junior Staff in the Library through the same process as in (ii) above, through the Library's Appointments and Promotions Committee.

4. Any member of staff who feels that his/her promotion has been overlooked shall have the right of appeal to the Registrar. He or she shall send a copy of the appeal through the Head of Department and the Dean of the Faculty or the Provost of the College, who shall make comments on the appeal to the Registrar.

4.6 Leave Matters

4.6.1 (Casual Leave/Special Leave/ Temporary Absence)

1. Casual leave and/or compassionate leave is a privilege and not a right, and shall not be accumulated.
2. Principal Officers/Deans of Faculties can obtain permission for casual leave/temporary absence from the University from the Vice-Chancellor, and the Registrar conveys the approval.
3. Heads of Department/Unit obtain permission for casual leave/temporary absence from their respective Deans in case of academic departments or from the Head of Department in case of administrative units. When leave is approved for Heads of Department/Unit, the Dean/Head of Administrative Department shall inform the Vice-Chancellor, and the Registrar conveys the approval.
4. For casual leave/temporary absence involving other members of staff not exceeding three (3) days, permission shall be obtained from Heads of Department who make an appropriate recommendation to the Registrar. Where a casual/temporary absence is to extend beyond three (3) days, permission shall be obtained from the Vice Chancellor through the Provost/Dean and the Head of Department in case of staff in academic departments and from the Heads of Department in respect of those in administration.
5. Casual leave shall be granted on the condition that the employee has taken the whole of the leave entitlement for the year, and that the aggregate number of days so taken does not exceed seven (7) in one leave year. Registrar shall be notified in writing.
6. Casual leave in excess of seven (7) days may be deducted from the employee's annual leave.
7. In exceptional cases, a few days of leave without pay may be granted where both the annual and casual leave have been exhausted.
8. Leave for medical treatment outside Nigeria may be granted to any staff by the Vice Chancellor on such terms as he/she may deem fit on the recommendation of the Director of Health Services certifying that such treatment is not available or cannot easily be obtained in Nigeria and that it is essential that treatment be obtained outside Nigeria.

4.6.2 Study/Training/Fellowship/Sabbatical Leave

1. Members of staff shall forward applications for study/training/fellowship/sabbatical leave together with supporting

documents to the Vice-Chancellor through the Head of Department and Dean.

2. The Head of Department and Dean make full comments and recommendations on such applications.
3. On the directive of the Vice-Chancellor, the Registrar presents such an application to the appropriate Appointments and Promotions Committee for consideration.
4. In the event of exigencies, the Vice Chancellor shall approve requests for study/training leave, fellowship, and sabbatical leave on behalf of the Appointments and Promotions Committee, and such approvals shall subsequently be presented to the A&PC for ratification.

4.6.3 Leave of Absence

1. Any staff member of the University may, for special reasons, apply for a leave of absence.
2. Leave of Absence shall normally be leave without pay. An application for leave of absence with supporting documents is submitted to the Vice-Chancellor through the Head of Department and Dean.
3. Leave of absence may be granted for a period of up to one (1) year by the Appointments and Promotions Committee (Academic), Appointments and Promotions Committee (Administrative and Technical) Appointments and Promotions Committee (Junior Staff) as the case may be and may be renewed from year to year at the discretion of the A&PC, for up to a maximum of five (5) years.
4. Application for such leave must be made through the Head of Department or Dean to the Vice-Chancellor, who shall forward it with his recommendation for consideration by the appropriate Appointments and Promotions Committee.
5. The application shall contain a statement of the commencing date and duration, as well as the purpose of the leave of absence sought and shall be supported by appropriate documented evidence.
6. The Registrar presents such applications to the appropriate Appointments and Promotions Committee for consideration.
7. In the event of exigencies, the Vice Chancellor shall approve requests for leave of absence on behalf of the Appointments and Promotions Committee, and such approvals shall subsequently be presented to the A&PC for ratification.

4.6.4 Annual Leave/ Conditions for Annual Leave

1. The leave period shall be from 1st October of every year to 30th September in the following year, i.e. an academic year.
2. The maximum annual leave entitlement for members of staff, which is exclusive of public holidays, Saturdays and Sundays, is thirty days for senior staff, twenty-one days for staff on CONTISS 03-05 and fourteen days for CONTISS 01-02.
3. Academic members of staff shall be on vacation leave during the end of the session, i.e. during the period when students are on long vacation, except the College of Medicine, where members of staff have commitments to patients in the Teaching Hospital who can proceed on their annual vacation any time within the leave year as recommended by their respective departments and faculties.
4. Administrative, Technical and Professional Staff and other non-teaching staff may take their leave at any time within the session, subject to exigencies of the service and convenience of the Department concerned. As much as possible, such leave should be taken during the long vacation; this shall be approved by the Registrar.
5. A member of staff shall only be entitled to a maximum of five months of accumulated leave that can be taken as withdrawal/terminal leave. Any other period of accumulated leave in excess of five months not yet utilised at the point of withdrawal of service shall stand forfeited.
6. All members of staff should be made to utilise their deferred leave before they retire from the services of the university or forfeit any day above the recommended five months.
7. No staff shall spend more than sixty days of accumulated leave at any single time.

4.6.5 Maternity Leave

1. A female member of staff who is pregnant is entitled to Sixteen (16) weeks of maternity leave.
2. A female member of staff who is due for maternity leave shall submit an application, accompanied by a medical certificate issued by the Head of the University Health Centre, to the Registrar through the appropriate Dean/Head of Department.
3. The granting of maternity leave is subject to the production of a medical certificate issued by the Head of the University Health Services, or other

Medical Practitioner approved by the University on application to the Registrar through the Dean/Head of Department concerned.

4. The Registrar approves all such applications if all the papers are in order.
5. The maternity leave shall be with full pay if the female member of staff holds a permanent or contract appointment and has been in the service of the University for not less than six (6) months.
6. A Female member of staff granted such maternity leave shall not be entitled to annual vacation leave in the same calendar year, and where the annual vacation leave has already been taken before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay. In other words, maternity leave on full pay and annual leave cannot both be taken in the same year, and where vacation leave is taken, maternity leave within the same year shall be without pay.
7. A female member of staff shall be entitled to maternity leave without pay only if they have spent less than six months in the service of the University.

4.7 PROCEDURE FOR STAFF DISCIPLINE

Without prejudice to the statutory power of the Vice Chancellor to discipline staff and students of the University, the following procedures shall apply:

1. The Head of Department shall be responsible to the Vice Chancellor for the maintenance of day-to-day discipline of the staff assigned to his/her department.
2. The Head of Department shall have the power to issue written queries to staff assigned to his/her department in respect of inefficiency, whether general or specific, misconduct or any act which, in his/her opinion, is prejudicial to the efficient and effective performance, image and reputation of the University.
3. The Registrar shall be copied on all written queries and responses for further action.
4. The Head of Department must comment on the response of the staff. If the Head of Department is satisfied with the response, there shall be no need for further action. Failure of the Head of Department to comment on the response is tantamount to dereliction of duty.
5. If the Head of Department is not satisfied with the response however, the response and all relevant correspondence on the matter shall be forwarded to the Registrar for further action.
6. If the behaviour of the staff reported requires investigation, the Vice Chancellor shall set up an Investigative Panel to establish if the staff has a disciplinary case to answer.

7. The Investigative Panel shall consist of a minimum of three (3) but not more than seven (7) members, including at least one (1) member whose rank is equivalent to or higher than that of the staff under investigation.
8. Without prejudice to the foregoing, where disciplinary issues are reported directly either to the Registrar or Vice Chancellor, a Panel shall be set up by the Vice Chancellor to investigate the matter and submit a report thereafter.

4.8 NYSC CORPS MEMBERS AND STUDENTS ATTACHÉ REGULATIONS

1. The Registrar receives, on the approval of the Vice-Chancellor, the youth corps members deployed to the University or the students' attachés as approved for acceptance by the Vice-Chancellor.
2. The deployed corps member and attaché are selected/accepted and deployed to areas of need in the University.
3. The Director of Personnel takes the successful ones through the assumption of duty formalities and deploys them to their respective Faculty/Department/Unit, on the approval of the Vice-Chancellor.
4. The monthly clearance is prepared by the Director of Personnel for each of the Corps members at the beginning of each month on the recommendations from their immediate supervisors, but the final clearance is prepared at the end of month of the scheme per batch/stream.
5. The students attaché also get their final certificate at the end of their training scheme in the University, as prepared by the Directorate of Personnel but endorsed by the Registrar.

4.9 ASSUMPTION OF DUTY PROCEDURE

1. New employee arrives at the relevant Establishment Division to complete the assumption of duty formalities.

2. The Establishment Officer issues the appropriate forms to the new entrant for completion as appropriate, and he/she is being shown to his/her Faculty/Department/Unit in case of part-time, ad-hoc or adjunct appointment.

3. For a senior staff contract and full-time appointment, the new entrant is directed to the University Health Centre for an appropriate medical fitness test.

4. Once the test result is received at the relevant Establishment Division and it is positive, the officer is issued the necessary forms to complete, and he/she is taken to his/her office.

5. He/she completes the Staff Personal Data form in duplicate, and these are kept in his/her personal files at the Directorate of Personnel of the Registry along with copies of his/her application letter, Curriculum Vitae, credentials and other relevant personal documents.

6. He/she completes the Assumption of Duty form in ten (10) copies with the endorsement of his/her Head of Department and the Dean attesting to the day such officer assumes duty in the Department/Faculty.

7. The Establishment Officer for the different Divisions, endorses the Assumption of Duty forms, on behalf of the Registrar.

8. Once the forms are endorsed, the Establishment Officer forwards them to the Bursar with a memo, so that he/she is enlisted on the University payroll as appropriate.

9. The remaining copies are also forwarded to the appropriate offices, like the Vice-Chancellor's Office, Directorate of Internal Audit, Faculty, Department, University Health Centre, Directorate of Works and Services, etc.

4.10 EXIT CLEARANCE PROCEDURE

1. The Employee notifies the University in writing of his/her intention to resign his/her appointment/ withdrawal of service. The concerned employee, as principal officer or Professor, shall give six (6) months' notice to terminate by September, while other categories shall give three (3) months' notice to terminate by September also. The mandatory retirement notice shall require three (3) months' notice on the part of any affected employee.
2. The Registrar, consequent upon the Vice Chancellor's approval, writes to the employee to accept the notification. The letter will spell out the service history of the employee as well as the directive that the employee should submit all the University's properties (ID Card, Uniform, keys, Staff handbooks, etc) to his/her Head of Department, who will forward the items to the Registrar and request the issuance of the Clearance Form on behalf of the employee.

3. The employee submits all the items to his/her Head of Department as directed;
4. The respective Head of Department writes to the Registrar to submit the items and request the form for the exiting employee;
5. The Registrar issues the Clearance Forms to the Head of Department through the Director of Personnel.
6. The Head of Department hands the Clearance form to the employee.
7. The employee completes his/her portion of the form and takes it in person or by proxy, to the relevant Departments/Units of the University as spelt out in the form, for the endorsement of the relevant officer to either attest that he/she is not indebted to the University or indicate the nature/amount of the indebtedness. These points of call include The Bursary, The Library, The Works & Maintenance Services Unit, The Housing Committee and Directorate of Personnel, Cooperative Societies, etc.
8. The Director of Personnel, through the relevant Establishment Officer, indicates the mode of exit and any outstanding entitlement/exiting benefits and forwards the form to the Registrar for final endorsement and returns it to the Director of Personnel, who forwards it to the respective Division of the Establishment office.
9. Once this is done, the Head of the Division forwards the form to the Bursary Department with a covering memo, for the processing of the employee's final entitlement, subject to the settlement of the indebtedness that would have been indicated in the forms at any of the points of call (if any). This memo is also copied to the various relevant arms of the University.
10. The Bursary then processes the payment of the final entitlement as appropriate.

5.0 DIRECTORATE OF STUDENTS AFFAIRS

INTRODUCTION

The Directorate of Students' Affairs is headed by a Director who supervises the activities of its various Divisions. However, the Directorate also has a Dean who is directly responsible to the Vice Chancellor for the day-to-day administration of students' affairs.

5.1 FUNCTIONS OF THE DIRECTOR (STUDENT AFFAIRS)

The Office of the Director performs oversight functions on behalf of the Registrar in respect of Student Affairs, control and total well-being or welfare of all students. The Directorate performs the following functions;

1. Mobilisation of graduating students for the National Youth Service Corps
2. Administration and coordination of various scholarship and Bursary programmes for deserving students
3. Servicing the Students' Disciplinary Committee
4. Member of Students' Examinations Misconduct Committee
5. Execution/Implementation of decisions of the Students' Disciplinary Committee, Students' Examination Misconduct Committee, to students and other relevant functionaries of the University.
6. Participation in the matriculation ceremony of freshmen.
7. Processing of students' Identification Cards.
8. Registration of Students' Associations, Clubs, Societies and Groups.
9. Administration and coordination of University and Government-owned Hostels for the purpose of ensuring the safety and welfare of students.
10. Seeing to the welfare of students in private hostels and maintenance of harmonious relationships between students and hostels' owners/agents.
11. Processing of Graduating Students Clearance forms.
12. Organisation of Orientation Programmes for fresh students
13. Coordination of Students' Union Government Elections
14. Development and management of Sports and sporting facilities for students.
15. Management of the Transportation System for students on and off the campus.
16. Seeing to the general welfare of students as may be required and directed.

5.2 PROCEDURES FOR MOBILIZATION FOR NATIONAL YOUTH SERVICE CORPS PROGRAMME

1. The approved list must be available.
2. Students will have to generate a Remita payment of the stipulated amount.
3. The Mobilisation Officer will liaise with the Academic Affairs to ascertain the correct Senate-approved date of the graduating result of each student.

4. The officer-in-charge will ensure the student's name aligns with that on the approved list.
5. A duly stamped and signed form will be issued to the student requesting his or her information as contained on the JAMB Portal.
6. The duly completed form will be submitted with the student's correct details.
7. After submission, the duly vetted information contained in the forms will be input into the NYSC Portal.
8. The forms containing information for the identification card will be collated and taken to the University ICT Centre for the production of ID Cards.

Conclusively, Prospective Corps members will await the activation of the NYSC portal for final online registration, which will produce their call-up numbers and relevant papers that will be presented at the NYSC Orientation Camp.

5.3 PROCEDURES FOR EXEMPTION FROM NATIONAL SERVICES

1. If the affected graduate is above the age of 30 at the point of graduation, he would be exempted from service.
2. If the affected graduate has served in any arms of the Nigerian Armed Forces or the Nigeria Police.
3. If the affected graduate is a graduate or a member of Staff of any of the following security organisations:
    1. The Armed Forces (Army, Navy and Air Force).
    2. The Nigeria Police
    3. The State Security Services
    4. The Nigeria Immigration Services or any other para-military organisations
4. If the affected graduate has been a recipient of any National Honour, such as Order of the Niger (OON), Member of the Order of Niger (MON), Member of the Federal Republic (MFR)

Consequently, any student who at the point of graduation falls among these categories shall do his or her mobilisation as stated above and thereafter visit the Students' Affairs Office for the collection of his or her exemption certificate whenever it is available.

5.4 PROCEDURES FOR EXCLUSION FROM NATIONAL SERVICE

1. Those who obtain their degrees through Part-Time, Sandwich Evening Programme and Distance Learning.
2. They also mobilise as above.
3. After mobilisation, their Senate-approved results are uploaded to the NYSC portal.

4. These category of graduates print their exclusion letter online whenever it is available.

5.5 PROCEDURE FOR BURSARY AND SCHOLARSHIP FOR STUDENTS

1. Lists and Names of the beneficiaries are usually forwarded from their respective states/companies to the Registrar for verification and confirmation of their studentship.
2. The Registrar will forward the list to the Directorate of Students' Affairs for further processing and necessary action.
3. The Director will minute the list to the schedule officer.
4. The schedule officer will write a memo to the ICT/Faculties for the confirmation/verification of their studentship.
5. After confirmation/verification from ICT/Faculties, the Schedule officer will write a memo and forward the list in both hard and soft copies to the Registrar for further processing.

5.6 PROCESSES FOR SERVICING THE STUDENTS' DISCIPLINARY COMMITTEE (SDC)

1. Report(s) received from the Chief Securing Officer (C.S.O.) are recorded for the SDC meeting.
2. Memo (s) received from the Vice-Chancellor are recorded for the SDC meeting.
3. The names of Students whose names appeared on the report will be listed according to their Department(s) and pasted on departmental and general notice Boards on campus, stating time, date and venue of the meeting.
4. SMS messages and emails inviting them to the meeting are sent to the students involved.
5. Students are asked to come and collect their charges so that they can defend themselves physically or orally.
6. All the reports received earlier from CSO and VC are collated for the meeting.
7. Folders are sent to members two days before the meeting so that they can go through them.
8. At the meeting, students involved are interrogated by members and allowed to defend the allegation(s) levied against them.
9. At the end, members of the Committee look at the merit and demerit of the totality of their defence (presentations) to make recommendation(s) to the Vice-Chancellor for approval.
10. Students who are found culpable are either suspended for two (2) Semesters or more, depending on the gravity of the offence, using the University disciplinary template as a guide.

11. Students are exonerated of the alleged offence for want of sufficient evidence.
12. Students are issued a warning when the Committee finds out that the allegations leveled against them are not serious or cannot be substantiated.

5.7 MEMBER OF STUDENTS' EXAMINATIONS MISCONDUCT COMMITTEE

Dept. of G&C	- Chairman
Rep. of Registrar	- Member
Dean of Students	- Member
Dean, Management Sciences	- Member
Dean, Faculty of Law	- Member
Dept. of Accounting	- Member
Director, Students' Affairs	- Member
Director, Academic Affairs	- Member
Head, Legal Unit	- Member
Ag. Head, Internal Audit	- Member
Chief Security Officer (EKSU)	- Member
SUG President	- Member
Rep. of Senate President	- Member
PAR, Student's Affairs	- Secretary

5.8 EXECUTION/IMPLEMENTATION OF DECISIONS OF THE STUDENT'S DISCIPLINARY COMMITTEE

1. Reports of meetings are written by Secretary and vetted by Chairman before forwarding them to the Vice-Chancellor, who will remit them to Senate for consideration and approval.
2. After Senate approval, letters are issued to affected students and copied to appropriate academic department and units of the University.

5.9 PROCEDURE FOR REGISTRATION OF CLUBS/ASSOCIATIONS SOCIETIES IN THE UNIVERSITY

1. The Club/ Association/Society executives will write an application letter to the Director (Students' Affairs) for the registration of their organisation.
2. Two (2) recommendation letters from senior staff in the university and the Constitution of the club/Association/Society will be attached to the letter.
3. After the approval of the Club/Association/society by the Director, the Certificate of Registration will be issued to the group.
4. The Club Executives will pay the following fees for registration, viz.
   a. Twenty thousand Naira (#20,000) for club registration.
   b. Ten thousand Naira (#10,000) for renewal of registration (annually).
   c. Two thousand five hundred Naira (#2500) for the use of the hall.

5.10 PROCEDURE FOR THE ALLOCATION OF UNIVERSITY HOSTELS TO STUDENTS

1. Interested students write an application letter to the Director, Directorate of Students' Affairs, attaching (2) two passports, admission letter and evidence of payment of school fees.
2. After the submission of the application letters, the scheduled officers will screen the application letters accordingly, and a list of successful students will be posted with instructions to pay via Remita a sum of #2500 for the application form. #60,000 for male hostel and #40,000 for female hostel.
3. The schedule officer allocates bed space to students after hostel fees have been paid through Remita.
4. The hostel fees are only for one academic session, and after the academic session, students are to vacate the hostels.

5.11 PROCEDURE FOR FINAL CLEARANCE

1. All graduating students are expected to sign their clearance form at the Directorate of Students' Affairs.
2. The schedule officer on students' disciplinary cases will verify if the student has any disciplinary cases or any related cases.
3. Students with no disciplinary cases will be cleared.
4. Any student found to have pending cases will not be cleared for further processing.
5. After signing the clearance form, the students will proceed to the Certificate Office (Glass House) for the collection of their Notification/Certificate.
6. The office usually keeps two copies of the clearance forms for likely future use.

5.12 PROCEDURE FOR ORIENTATION PROGRAMME

1. The Directorate of Students' Affairs organises the Orientation programme for fresh students at the beginning of a new session after a successful admission.
2. A proposal for the programmes is sent to the Vice-Chancellor by the Dean of the Students' Affairs for consideration and approval.
3. After the approval, students are mobilised to the venue of the programme through the HODs of the various Departments, Students Union executives and pasting of billboards at the entrance of the University and some strategic locations on campus.
4. The programme usually spanned through three days of lectures where relevant topics are discussed. Various topics treated by professionals are to sensitise the new students with the dos and don'ts of the University, such as:

- Indecent dressing (Dressing code)
- Misconducts and penalties
- Sporting Activities on Campus

- Health centres activities
- Rules and regulations guiding the conduct of Examinations.

5. To make the orientation more lively, music interludes are played, and recharge cards are distributed for the fastest fingers.
6. Generally, students are taken through rules and regulations that would serve as a guide for their successful studentship in the University, both in Academic and Administrative matters.

5.13 PROCEDURE FOR STUDENTS' UNION ELECTION

1. Expression of interest for the various offices, i.e. SEC, SSE, SJC
2. The Directorate of Students' Affairs issues forms for various offices/positions
3. Screening of Candidates who obtain nomination forms. To qualify for any of the positions, a Student must have a CGPA of at least 3.5.
4. The election campaign begins for the cleared candidates.
5. A day is set aside for manifestos, where each candidate will address the audience on what they intend to do if they are elected into office.
6. A day and time is fixed for the e-voting Election.
7. After the e-voting, the Dean of Students will announce the results of each position with the declaration of the names of the winners.
8. There is room for an election petition for candidates who are not satisfied with the result of the election.
9. Swearing of the Student Union President is done by the Legal Officer of the University, while other elected officers are sworn in by the Chief Judge of the Students' Union body.

6. DIRECTORATE OF INFORMATION AND CORPORATE AFFAIRS

6.1 INTRODUCTION

The Directorate of Information and Corporate Affairs started as the Information and Public Relations Department in the Office of the Vice-Chancellor (Vice-Chancellery). It was the fusion of Information, Public Relations, Protocol and Passages, Telecommunication, and the Social Media Unit.

The Directorate is headed by a Seasoned Administrator and Professional Journalist, who is also a public relations specialist and is charged with the duty of processing and managing information emanating from the university to the relevant public in society and the university community. In addition, the Directorate enlightens, informs and educates the immediate environment and beyond about the university policy decisions on matters of public interest.

The evolution of the Directorate according to the 2014 University Law is in conformity with the Directorate system existing in the University of Lagos, Lagos; Obafemi Awolowo University, Ile-Ife; Lagos State University (LASU), Ojoo; Olabisi Onabanjo University, Ago-Iwoye, and Nnamdi Azikiwe University, Awka, among others.

6.2 OBJECTIVES AND ACTIVITIES OF THE DIRECTORATE

The Vision of the Directorate is in tandem with the vision of the University, to become a World-Class Information and Corporate Affairs Directorate capable of competing with Information Directorate of universities around the world while serving as an information centre that is vast in the dissemination of information to all the institution's public towards building a corporate entity that can lander the University image positively at all times. Hence, the Directorate constitutes the ears and eyes of the university in terms of activities, which are basically Public Relations.

The Directorate is also responsible for creating tangible public relations and sustaining public understanding and support on a systematic basis for the University to facilitate the free flow of information between the University and its various publics. The mission of the Directorate is:

1. To portray and sustain the good image of the University to all the stakeholders.
2. To create a new ground to enhance good relationships with other universities across the globe.

The objective of the Directorate is to consolidate on its present strategies and methods of reaching out effectively and efficiently to the various publics of the university in the years ahead, particularly in the area of media community, government and international relations.

Sequel to the above, the Directorate is committed to train and re-train its personnel as it strives rigorously to achieve the following objectives:

1. Stimulate a better understanding of the policies and character of the University within the populace.
2. Generate and sustain public awareness of the University's needs for greater public understanding, morally and socially, in addition to financial support, on a regular basis.
3. Ensure that the University, as a corporate body, maintain cordial relationships with its corporate and other members of its publics.
4. Plan, create and sustain public awareness of the University, an enviable record and image of academic excellence in line with the new vision of the institution.
5. Upholding positive media relations, practice and feeding the media with effective and accurate information.
6. Ensuring that the University and the Chief Executive, as well as the corporate body, are always protected from adverse media assaults.

6.3 UNITS OF THE DIRECTORATE

The Directorate is made up of the following Departments/Units:

1. **Information Department**
2. **Public Relations Department**
3. **Protocol/Passages Department**
4. **Telecommunication Department**
5. **Social Media Department**

(a) **The Information Unit**

The Unit is responsible for establishing and creating tangible Public Relations through regular circulation of information and publications to sustain public understanding and support on a regular basis for the institution. The Unit facilitates free flow of information between the University and its various publics. The Information Unit will therefore, with all its wherewithal, continuously, without hindrance, achieve the following tasks:

1. Arouse a better understanding of the policies and vision of the University within the populace;
2. Generate public awareness of the University's need for greater public understanding, morally and socially, in addition to financial support regularly;
3. Ensure that Ekiti State University, as a corporate body, maintains cordial relationships with its corporate and other members of its publics;
4. Plan, create and sustain public awareness of the University's positive and enviable records and image of academic excellence in line with the new vision of the institution;

5. upholding positive media relations practice and feeding the media with effective and accurate information;
6. Ensuring that the University and the Chief Executive, as well as the body, are always protected from adverse media assaults.

The following tools are some of the instruments needed to achieve the aforementioned goals:

1. The Bulletin/News
2. Press releases - frequently.
3. Newspaper and radio programmes.
4. Newspaper and radio jingles.
5. Television News and Current Affairs programmes.
6. Special interviews of the Vice-Chancellor or Principal Officers, as may be required, by media organisations.
7. Press conference and other media-related functions.
8. University Calendar - published occasionally.
9. Daily media reports (particularly from newspapers and magazines) for internal circulation among Principal Officers and to be pasted on Notice Boards.

(b) The Public Relations Unit

This Unit basically promotes the good image of the University through all available tools of Public Relations. The head of the Unit also serves as the Master of Ceremonies at the University's functions.

The Unit has a **Photographic Section** which undertakes pictorial coverage of University events for record purposes. The Photographic Section is headed by an officer known as the **University Photographer**. This section will, in future, accommodate the **Video Camera Man** aside from other members of staff. The Section will have a TV/Video Centre for viewing by staff and students, and also provide an avenue or boards for the Public to have access to information.

The Public Relations Unit under the Directorate intends to operate an information reclamation service for adequate collation and saving information into archives. This will enable members of the University community to access, without much problem, information published in the past publications, particularly Newspapers, Magazines, Articles, Speeches, etc. There is a planned Pictorial Documentation Office where all photographs of events and ceremonies are captured and preserved.

(c) Protocol/Passages Unit

The Unit has the onerous responsibility of organising and arranging University events without let or hindrance. Such activities have increased tremendously in recent times.

The Unit assists in facilitating the outreach efforts of the Vice-Chancellor by contacting people and places as directed by the Chief Executive from time to time. A major protocol list to be used by the University is kept in this Unit for usage at all times, particularly during ceremonies and major events.

The Unit also has the following tasks to perform:

1. Procuring or booking and issuing flight tickets for the University's Chief Executive and other staff travelling officially overseas or locally.
2. Coordinating airport reception for the Chief Executive and other Principal Officers.
3. Processing issuance of Entry/transit Visas and/or arranging Visa appointments at various Embassies and foreign missions.
4. Processing importation and clearance of goods for the University, including the establishment of letters of credit.
5. Processing Resident permits for foreign staff and students (if any)
6. Processing issuance of Nigerian Passports and other travel documents for Principal Officers and others, as may be required officially.

(d) Telecommunication Unit

The Office will be responsible for the following tasks:

i. Provision of Electronic equipment for Public Address at all Ceremonies.

ii. Provision and manning of public Address equipment at lectures and other University functions.

iii. Carrying out menial repairs on the University's public address systems.

iv. Taking proper Electronic Records of meetings such as Council and Senate meetings of the University.

v. Processing and Distribution of official telephone lines for members of staff.

vi. Operation of Power-points equipment.

e) Social Media Unit:

The primary function of the SOCIAL MEDIA UNIT is to keep up with the changes in media communication, where social media platforms are becoming a powerful medium of information dissemination. Ekiti State University (EKSU) must keep a strong presence in the social media online information platforms to propagate and promote our policies, actions and developmental reports. The unit will also be saddled with the responsibility of presenting the true position of events at all times, debunking information and false reportage about the University and its activities, especially on social media platforms.

The University cannot disregard the millions of institutional stakeholders who are active on social media platforms and depend on them for updates on information about the University. It would be the duty of the SOCIAL MEDIA UNIT of the Directorate to keep a twenty-four-hour vigilance on the various social media platforms covering Instagram,

Facebook, WhatsApp and popular blogs like lindaikejiblog.com, Nairaland, Olufamous, Naij.com and the rest.

The staff of the Directorate of Information and Corporate Affairs in Ekiti State University must be a mixed grill, i.e. professionals in the field of Mass Communication as well as officers in the administrative line in the University.

7. DIRECTORATE OF PENSION AND ALLIED MATTERS

7.1 INTRODUCTION

The Directorate is a newly created arm of the Registry responsible for staff matters in relation to pensions and administration of retirement benefits and entitlements.

The Director (Pension and Allied Matters) is responsible to the Registrar for the general welfare of the University's Pensioners. He acts as a link to all relevant agencies involved in managing pensioners' benefits.

The Directorate of Pension and Allied Matters is a therefore saddled with the following responsibilities:

a. Liaising with Federal and State Pension Commissions on updated modalities for administration of pension and gratuity
b. Organization of appropriate retirement Seminars, Workshops, Conferences and Symposium for prospective retirees and retirees
b. Verification of Pensioners on regular basis
c. Issuance of letter of reference or identification to Pensioners
d. Processing of Pensioners final clearance
e. Keeping and monitoring of Pensioners records and information
f. Liaising with relevant University functionaries on pensioners' benefits and other duties as may be assigned by Registrar or Vice Chancellor.

Staffing and schedule of duty of staff in the Directorate is based on the Registry template to train and secure the future of all employees of the University.

8. FACULTY OFFICER AND ADMINISTRATIVE SECRETARY TO ACADEMIC PROGRAMMES

8.1 INTRODUCTION

Faculty Officers and Administrative Secretaries are University Professional Administrators who represent the Registrar in the Faculty and closely work with the Dean, the lecturers, as well as other academic and administrative staff in the Faculty. These crops of officials play vital administrative and supportive roles to ensure the smooth functioning of the faculty.

The responsibilities of Faculty Officers and Administrative Secretaries include administrative duties, servicing of meetings, advising on regulations, supervising staff, and facilitating training and research programmes, as well as contributing to student support services, examination administration, and record keeping.

8.2 GENERAL SCHEDULE OF DUTIES OF FACULTY OFFICERS AND ADMINISTRATIVE SECRETARIES

1. Secretary, Faculty Board and all statutory committees, including Faculty Review. Committee, Faculty Research Committee, etc
2. Responsible to the Dean for the day-to-day administration of the Faculty.
3. Co-ordination of Registry staff in the Faculty and liaising with the appropriate divisions of the Registry on staff and student matters.
4. Preparation of Faculty papers for Senate, A&PC, ATSC, JSC and other Committees in the University.
5. Keeping and monitoring of students' records.
6. Procurement and monitoring of the use of stationery items and office furniture in the Faculty.
7. Advising the Faculty Board about the University rules and regulations.
8. Issuance of identity cards and academic robes to students in the Faculty.
9. Assisting the Faculty in matters relating to admissions and examinations.
10. Performance of other duties as may be assigned to him/her by the Dean, Registrar or Vice Chancellor from time to time.

8.3 KEY RESPONSIBILITIES OF FACULTY OFFICERS/ADMINISTRATIVE SECRETARIES

1. Administrative Support: Faculty Officers assist the Dean in all administrative duties of the faculty, acting as a liaison between the Dean, faculty, and other university departments.
2. Advising the Dean: Providing advice to the Dean on various matters relating to the faculty, including University rules and regulations.

3. General Support: Providing general support to the Dean and other faculty members in various administrative and operational tasks. In essence, Faculty Officers act as crucial links between the academic and administrative arms of the faculty, ensuring the smooth flow of information, resources, and operations to support the faculty's overall goals and objectives.
4. Staff Administration:
    (a) Handling documentation for recruitment, promotion, and leave for academic and non-academic staff in the faculty.
    (b) Organising induction and orientation for new staff.
5. Meeting Coordination: They are responsible for scheduling, organising, and servicing meetings of the Faculty Board and other departmental committees. In consultation with the Dean of the Faculty, the Faculty Officer prepares notices of meeting, agendas, minutes, and reports for faculty board meetings. He ensures the decision excerpts of meetings are written and circulated, as well as the implementation of decisions taken at faculty meetings.
6. Advisory Role: They provide guidance to the Faculty Board on university regulations, public service rules, and other relevant policies.
7. Staff Supervision: Faculty Officers often supervise non-academic, secretarial, and clerical staff within the faculty.
8. Record Management: They maintain and manage faculty records, including student records, examination results, and other relevant documentation.
9. Examination and Student Support: They may be involved in the preparation and administration of examinations, as well as assisting with student registration and record-keeping. Liaising between students and the university on matters like clearance, disciplinary actions, or academic petitions. Guiding students on academic procedures and requirements.
10. Implementation of University Policies: They ensure that decisions and policies made by the Senate, Committee of Deans, and Faculty Board are implemented within the faculty.
11. Training and Research Facilitation: They assist in organising and coordinating training programs, workshops, and research activities within the faculty.
12. Liaison with Other Departments: They act as a point of contact for communication between the faculty and other university departments, such as the Registrar's office, Bursary, and relevant committees.
13. Maintenance of Law and Order in the Faculty: The Faculty Officers monitor the students' discipline and conduct (including class attendance) and maintain the decorum of the institution.

14. Academic Administration: Coordinating course registration, examination schedules, and results processing. Managing students' records and files. Supporting the implementation of academic policies from Senate and university management.
15. Committee Participation: Serving as Secretary to various committees (e.g., Board of Examiners, Faculty Board, and Departmental Committees).
16. Communication and Liaison: Serving as the link between the faculty and the central Registry, Bursary, Exams & Records, and other units. Communicating university regulations to staff and students.
17. Conduct of Elections: Responsible to the Registrar for the conduct of appropriate elections pertaining to the following: Dean, Sub-Dean, Provost, Deputy Provost, Senate representatives in Council and Senate Committees; Office of the Dean/Sub-Dean, Students' Unions and Student Representative Council.
18. Processing of requests and results for the consideration of the Business Committee of Senate or Senate.
19. Handling Reported Cases of Examination Misconduct: They help collate and forward reported cases of examination misconduct to the Senate Committee on Examination Misconduct, including all the exhibits collected from the affected students.
20. Maintaining Law and Order during Examinations: They provide support and help maintain discipline in the conduct of all University Examinations, as well as participate fully in the distribution of students' results/transcripts.
21. To handle matters pertaining to External Examiners.
22. To provide logistic support in matters relating to SIWES, Teaching Practice, Practical, etc.

8.4 ROLE OF FACULTY OFFICERS AND ADMINISTRATIVE SECRETARIES IN ADMISSION MATTERS

Faculty Officers and Administrative Secretaries play key roles in the university admission processes by

1. Acting as liaison between the Registrar's Office and the respective faculties or academic programmes,
2. Ensuring smooth administrative operations.
3. Processing of undergraduate admission matters,
4. Processing transfers
5. Responding to candidate inquiries, and
6. Liaising with the Directorate of Academic Affairs on student registration, screening and verification of results.

Administrative Staff handles various aspects of admission processes in Faculty/Directorate/Centres, including:

1. Dealing with Undergraduate Admissions: This includes handling applications, facilitating screening of credentials, and offering advice on admission matters.
2. Processing Transfers: They take charge of the paperwork for students transferring from other institutions to Ekiti State University, Ado-Ekiti.
3. Responding to Inquiries: They handle inquiries from prospective candidates regarding admission requirements.
4. Liaison with the Directorate of Academic Affairs: They work with the Directorate of Academic Affairs to ensure smooth registration of new students.
5. Managing Records: They assist in maintaining records related to admissions and other faculty activities.
6. Preparation for Matriculation Ceremony: They handle matters relating to the preparation of the matriculation ceremony, such as the collection of academic gowns, oaths, maintenance of the matriculation register and so on.
7. Signing of Final Clearance of Graduating Students: They are required to sign the Clearance Documents of graduating students leaving the University.
8. Correspondence with prospective candidates or their parents/ guardians on inquiries about admission requirements and admission matters.
9. Handling complaints of students on matters of profiling and other logistics relating to University Portal hitches.
10. Performing other duties as may be directed by the Registrar from time to time.

9. DUTIES OF SECRETARIES IN STATUTORY COMMITTEES OF THE UNIVERSITY

9.1 INTRODUCTION

All Administrative Officers are deputised secretaries in a university committee system. This is because the nature of their work orientation and the need to execute delegated functions assigned by the Registrar requires them to take cognisance of their roles and duties in providing functional and efficient secretarial services to the institution and its various organs.

It is imperative that whenever Committees are set up in the university where the Registrar cannot ordinarily perform the role of a Secretary or would require administrative support to achieve the goal, Administrative Officers of various ranks are required to play the roles of Registrar's Representatives, Secretary, Assistant Secretary or Under-Secretary in the Committee system.

Note: The University has a Standing Order for Meetings and all Administrative Staff should be conversant with the rules

9.2 SECRETARY IN THE COMPOSITION OF A COMMITTEE

In setting up Committees where Administrative Officers would play a vital role in ensuring that meetings are well-organised, properly coordinated and productive in achieving desired results, the Administrative Officer assigned to the Committee or the Secretary appointed to service the Committee are expected to undertake the following:

1. Before a meeting, the Secretary is expected to prepare the agenda, clear it with the Chairman and circulate it to members with the notice of meeting.
2. The Secretary is to arrange for the venue of the meeting.
3. The Secretary is to prepare and distribute relevant documents and the folder for the meeting.
4. During the meeting, the Secretary is to record minutes and manage logistics.
5. After the meeting, the Secretary will finalise and distribute minutes, track action items, and ensure follow-up.

9.3 SECRETARY ACTIVITIES BEFORE THE MEETING:

i. Agenda Preparation: The secretary, in consultation with the meeting chair, prepares and distributes the meeting agenda, ensuring it is clear, concise, and covers all necessary topics.

ii. **Venue Arrangement:** They secure a suitable meeting location, arrange seating, and ensure any necessary equipment (projectors, computers, etc.) is available and functioning.

iii. Document Distribution:

The secretary distributes relevant documents, such as minutes from previous meetings, reports, or background information, to all attendees in advance.

iv. **Attendance Management:** They track attendance, ensuring that those invited are aware of the meeting details and manage any apologies for absence.

v. Material Preparation: They prepare all relevant papers or materials that will be used during the meeting.
vi. Consultation with Chair: They finalise the agenda and address any last-minute questions or concerns with the meeting chair.

9.4 SECRETARY ACTIVITIES DURING THE MEETING:

vii. Minute Taking: The secretary records accurate and comprehensive minutes, documenting all key decisions, discussions, and action items.
viii. Logistics Management: They manage the meeting room setup, ensure smooth operation of any technology, and monitor the meeting's progress against the agenda.
ix. Maintaining Order: They may assist the chair in maintaining order and ensuring that all participants have an opportunity to contribute.

9.5 SECRETARY ACTIVITIES AFTER THE MEETING:

i. Minutes Preparation: The secretary promptly prepares and distributes the meeting minutes to all attendees and relevant parties.
ii. **Follow-up Actions on Meetings:** They track and follow up on action items assigned during the meeting, ensuring that responsible parties are aware of their tasks and deadlines.
iii. Filing and Record Keeping: They maintain accurate records of all meeting materials, including minutes, agendas, files of students/staff and other supporting documents.
iv. Communication and Correspondence: They handle any follow-up communication related to the meeting, such as responding to inquiries or sending out further information.
v. Evaluation: They may assist in evaluating the effectiveness of the meeting and identifying areas for improvement in future meetings.

10 CLASSIFICATIONS OF ADMINISTRATIVE CADRES, RANKS, CONDUCT AND WORK PROCESS IN THE UNIVERSITY REGISTRY

The Registry is the administrative hub and secretariat of the university, responsible for housing and retaining rules and regulations, policy documents and guidelines, records, secretariat and administrative work and management related services.

Administrative staff in the Nigerian university registry are generally classified into a specific cadre with hierarchical ranks. The head of the Registry is the **Registrar**, who is the chief administrative officer of the University and Secretary to the Council, Senate, Congregation, and Convocation. He is typically a principal officer by ranking in the management position of the University and enjoys the consolidated salary and other fringe benefits.

The two main administrative cadres in the Nigerian university registry are: the Administrative Cadre and the Executive Officer Cadre, each with distinct ranks and responsibilities. The Administrative Cadre includes ranks like (Administrative Assistant - not applicable in EKSU), Administrative Officer I and II, Assistant Registrar, Senior Assistant Registrar, Principal Assistant Registrar, Deputy Registrar, (Senior Deputy Registrar - not applicable in EKSU) and or Director. The Executive Officer Cadre includes ranks such as Assistant Executive Officer, Executive Officer, Higher Executive Officer, Senior Executive Officer I and II, Principal Executive Officer II, Principal Executive Officer I, Assistant Chief Executive Officer, (Deputy Chief Executive Officer - not applicable in EKSU), and Chief Executive Officer.

Distinction: The administrative cadre typically focuses on general management, policy, and coordination, while the executive cadre may be more focused on specialised supervisory and technical roles. Below this main professional cadre, there are additional support staff, including executive, secretarial, and clerical staff, who are also integral parts of the Registry Department. These Registry staff perform support roles within their distinct ranks, as Secretarial and Computing Staff and Clerical Officers/Office Assistants, such as: Chief Personal Secretary, Chief Confidential Secretary, Principal Confidential Secretary, Senior Confidential Secretary, Confidential Secretary I & II; Chief Clerical Officer, Senior Clerical Officer, Clerical Officer I & II.

Career Progression: Officers progress through the ranks based on merit, experience, and performance evaluations. Specific career progression and titles, however, vary slightly among different institutions, though the general hierarchy is similar. Specific rank requirements and schemes of service are found in the university. The general requirements for classification and ranking structure within the university Registry administrative cadre (common in the Nigerian university system) are:

<u>Administrative Officer Cadre</u>

- **Director or Senior Deputy Registrar**: A rank typically attained after five years of service as a Deputy Registrar, and subject to a vacancy.

- **Deputy Registrar**: Responsible for assisting the Registrar and providing leadership in the management of a division or a section of the university administration (e.g., Human Resources, Academic Affairs, Council Affairs, Student Affairs, etc.).
- **Principal Assistant Registrar**: Supervises and coordinates the day-to-day administration of a division/section and interprets university rules and regulations.
- **Senior Assistant Registrar I & II**: Participates in the general leadership of university administration and supervises routine administrative functions of a unit.
- **Assistant Registrar**: Performs functions relating to the general administration of the University, often with a few years of experience.
- **Administrative Officer I**: An entry-level administrative position for a candidate with a relevant degree and three years post-qualification working experience or possession of a Master's Degree at the point of entry.
- **Administrative Officer II**: An entry-level position to learn and assist in general administration duties.

Executive Officer Cadre

Chief Executive Officer**:** The head of the Executive Officer Cadre.
Assistant Chief Executive Officer**:** A management position in the executive cadre.
Principal Executive Officer **I & II:** A leadership role within the executive cadre.
Senior Executive Officer I & II**:** A senior position within the executive cadre.
Higher Executive Officer: A higher rank in the executive cadre with a Higher Diploma or Bachelor's Degree (Third Class) or conversion from the Chief Clerical Officers rank.
Executive Officer: An entry point into the executive cadre with a Diploma certification and or conversion from the Senior Clerical Officers rank.
Assistant Executive Officer: An entry point into the executive cadre with a Tertiary institution Certificate.

Arrangement of administrative organs and work process:

Administration is hierarchical, structured and coordinated to ensure that its work activities are unified and directed towards achieving organisational objectives. Administrative staff divided into cadres are regarded as a crop of professional officers (elitist corps) whose duties exhibit a high level of professionalism, unity of command, proper conduct and due diligence.

The hierarchical arrangement of the administrative class is unique, while the lines of relationship are structured and complex. The administrative officers cadre is regulated on the premise of delegated authority and schedules derived from their superior officers and the law, as is the case in the civil service. The work of the Administrative Officers is to

complement and support the Registrar, who is required to give support to the Vice-Chancellor as the Chief Executive and Academic Officer of the University in **performing his functions and carrying out the goals of the university without unnecessary interruptions and distractions.**

The Administrative Officers also assist and relate with all stakeholders to form a direct link between the Registrar as the Chief Administrative Officer and the Chief Executive (Vice Chancellor), the Management (Principal Officers) and a reminder of the university administrative structure.

Civil Service Philosophy Applicable and Relevant to University Administration:

(i) Contributing towards the translation of University goals and aspirations and the vision of its Management and Council in policy formulation, decision making, and execution loyally, conscientiously and effectively;
(ii) Providing continuity between Administrations;
(iii) Serving as a unifying factor in bringing together stakeholders within and outside the university
(iv) Providing effective and adequate support services for the university management;
(v) Advising Management on the implications of policy options open to it;
(vi) Executing university policies rationally, lawfully and loyally;
(vi) Protecting the university's overall interest, as the custodian of the university's public conscience;
(vii) Managing university data and information systems effectively and efficiently
(viii) Facilitating the availability of data for management decision-making;
(ix) Operating an open, humane and sensitive system which respects the rule of law;
(x) Operating a personnel management system that ensures high professionalism
(xi) Developing relevant specialisation, excellent motivation and high morale among staff;
(xii) Ensuring prompt, effective and satisfying service delivery.

Characteristics of a Professional University Administrator:

A professional University Administrator should focus on promoting a good image and stability of the University by providing support to the Registrar for
(i) The application and respect for due process and the Rule of Law
(ii) Fostering equality, teamwork and participatory process among university stakeholders
(iii) Being transparent
(iv) Readily accountable
(v) Utilising available university resources for effectiveness and efficiency
(vi) Fostering equity and inclusiveness
(vii) Building consensus orientation
(viii) Being responsive
(ix) Committed to security and order
(x) Resolving conflicts within the ambit of the law
(xi) Giving purposeful Leadership

(xii) Promoting Staff and Public Welfare without breaching laws

The Registrar and Registry Units:

The administrative role of Registrar is to assist the Vice-Chancellor in coordinating activities and engaging in servicing functions of Management and providing leadership for the staff employed by the University.

University administration exists and operates to help the Vice-Chancellor in providing leadership for the university, as well as the Governing Council and Management in undertaking the university governance to ensure that:

— Policy decisions laid down by the governing process and structures are implemented
— Assist in formulating policies, coordinating efforts and managing feedback in the implementation of policies and execution of work
— Report regularly and document the outcome of policy directives
— Undertake and manage responses/attitude of stakeholders for total quality management/output of men, materials, money, machine and method
— Command, supervise and report on the direction of work output and development
— Provide secretarial/administrative support for decision-making and work processes
— Develop and safeguard official activities designed to support the university
— Ensure quality and span of work output and the satisfaction of the work process.

In EKSU, Registry operations and offices span across Units such as: Office of the Registrar, Directorate of Academic Affairs, Directorate of Council and General Administration, Directorate of Student Affairs, Directorate of Personnel and Directorate of Pension and Allied Matters. Offices under these Directorates include: Admissions Office, Students Affairs Office, Establishment (Academic) Office, Establishment (Non-Teaching) Office, and Establishment (Junior Staff) Office. Other Faculty and Directorates of the University with Registry Staff include: Legal Office, Academic Planning Office, Directorate of Information and Corporate Affairs and the Faculty Offices.

In the premise of administrative centralisation and decentralisation of authority and devolution of power, it is the responsibility of administrative staff to report, assist and take directives from the Head of Administration (Chief Administrative Officer) or his subordinate overseeing each Registry Department. Hence, all functions of the Administrative Staff are morally and legally derived from the source - The Registrar, on the premise of delegated authority and schedules. The scope of work and use of policy instruments on the other part is drawn from decision making, precedence, schedule of duty and traditions with articulated positions, display of potentials, innovative edges with sense of restraints and responsibilities.

In various departments, administrative officers (who handle regulations and policy matters) operate the office under the administrative officer who is superior in ranking. It is the duty of the Administrative Officers, as subordinates of the Chief Administrative Officer (Registrar), *to assist in the formation (formulation) of policy, the coordination and improvement of (the*

organisation's) machinery and the general administration and control of departments (within the Organisation).

It is the duty of Executive Officers to undertake the general nature of administrative work, such as routine and professional duties of reportorial, technical or supervisory nature in subordination to and under the supervision of Administrative Officers who carry out policy matters and handle work where judgment, initiative and resource are much needed. In effect, the executive officers assist purely in Registry operational work.

11 PROCEDURES AND GUIDELINES FOR INTERNAL COMMUNICATIONS IN THE UNIVERSITY

11.1 GENERAL PROCEDURE:

1. All correspondence and communications from a member of Staff to the Vice-Chancellor must be routed through the Head of Department or the Dean of the respective Faculty, so that the University Community can enjoy and sustain an efficient and effective line of communication.
2. All communications made in the name of the University that may affect, or in any way interfere with the University policy, should be cleared with the Office of the Vice-Chancellor before their dispatch.
3. All communication and correspondence of a Division/Directorate of the Registry, including other arms of the University manned by Registry Staff, are documents of the Registry deemed to have emanated from the Registrar. Such correspondence, letters and publications emanating from the Unit(s), by following due process, should be written/signed on behalf of the Registrar.
4. All correspondence on the business of Council, Senate, and its committees should be addressed to the Registrar for documentation and administrative guidance and the proper flow of communication and record keeping in the university.
5. Communication on staff matters and those connected to the interpretation of Staff Regulations (Senior and Junior) and the approval of staff matters required by these regulations should be addressed to the Registrar.

11.2 REPORTING LINES AND ROUTING OF CORRESPONDENCE AND INTERNAL COMMUNICATION

1. Communications from a member of staff on any matter within the scope of Section 11.1 (1) and (2) above should be routed through the Head of Department *(or where there is no Head of Department)* through the Dean of the Faculty. The Head of the Department will forward the communication with or without observations *(when required and necessary)* to the Registrar.
2. All Heads of Department must acknowledge the receipt of correspondence sent to or through their offices and inform the member of staff concerned about the action taken on such communication.