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EFFECTIVE DATA AND INFORMATION MANAGEMENT NEEDED IN NIGERIA – Gen Abubakar

Former Head of State, Gen. Abdulsalami Abubakar has stated that the country as a whole needs to be more effective in data and information management.



Gen. Abdulsalam delivering his opening address yesterday

Gen. Abubakar stated this yesterday during the opening ceremony of the 62nd Business Meeting of the Association of Registrars of Nigerian Universities (ARNU) hosted by the Federal University of Technology, Minna, Niger State at the PTDF Lecture Theatre, Main Campus.

The former Head of State while declaring the event open said the theme is very apt as he has come to realize that every aspect of the country lacks effective data management, which has hindered development.

He urged the association to look into the data collection of not just students but of staff as well, citing examples of students who have been expelled from one Nigerian university for indiscipline getting readmitted in another university, which may not know their background.

He expressed optimism that after deliberations, solutions would be proffered to help effective data and information management in Nigerian universities and the country at large.

In his goodwill message, the Executive Governor of Niger State, Alh. Abubakar Sani Bello who was represented by the Commissioner of Education, Science and Technology, Hajiya Fatima Madugu congratulated FUT, Minna for hosting such a huge event and hoped that the deliberations would focus on promoting academic proficiency, proffer solutions to data management issues that arise every day, student and staff discipline and so on.

Gov. Bello, while wishing them a fruitful gathering, hoped that recommendations that would arise from the meeting would be implemented for effective data and information management in Nigerian universities.

The Vice-Chancellor of the institution, Prof. Musbau Adewumi Akanji, *FNSBMB, FAS*, who was the Chairman of the occasion, in his welcome address expressed his excitement at the fact that FUT, Minna was given the privilege of hosting the 62nd Business Meeting of ARNU, saying that one of the reasons was because he was getting close to the end of his tenure. According to him, it is also an opportunity to thank the Registrar of the University for the mutually beneficial relationship they have by hosting her colleagues while he is still in office.

The VC said data storage and its management represents the footprint of any organization, stating that it is in realization of the importance of data security and management that FUT, Minna pioneered the establishment of a School of Information and Communication Technology (SICT), especially Cyber Security Programme among Nigerian universities in 2010.

Prof Akanji who stated that Registrars are the custodians of the university records, encouraged them not to be left behind in appreciating the dynamics of data especially large data management and to constantly expose themselves to training in order to acquire relevant IT skills and record management techniques.

The National Chairman of the ARNU, Mr. Emmanuel Obafemi from the University of Ilorin said their roles as registrars mostly involves data and information management and this meeting was expected to aid them in the execution of some of their major assignments as the speakers would be focusing on areas aimed at rendering services to the National Universities Commission (NUC), Joint Admission and Matriculation Board (JAMB) and National Youth Service Corps (NYSC) who are main stakeholders of the universities.

Mr. Obafemi noted that the meeting witnessed the largest turnout of registrars of Nigerian universities in recent time and hoped that the gathering would go a long way in assisting them in enhancing their performance.

Speaking earlier in her welcome address, the Registrar of the University, Mrs. Victoria Kolo said it was an honour and privilege to host the Registrars of Nigerian Universities for the 62nd Business Meeting.

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"This is the first time FUT, Minna is hosting the association under the name – ARNU, having hosted the 43rd meeting in 2006 when it was called Committee of Registrars of Nigerian Universities (CORNU)," she disclosed.

Mrs. Kolo stated that the theme "**Synergizing for Effective Data and Information Management in Nigerian Universities**" was very key as it is one of the ways university education can be properly developed and geared towards global best practices. She said that the meeting would be a good opportunity to evolve modalities for effective information sharing among Nigerian universities.



Gen Abdulsalam in a group photograph with the ARNU members after the event.

She thanked all the participants, staff and special guests for their presence while appreciating the Vice-Chancellor for his full support to successfully host the Business Meeting.

The keynote speaker at the meeting, Prof. (Mrs.) Elizabeth Onwuka, Dean, SICT discussed the challenges of data and information management in university system.

She emphasized the importance of accurate and timely information for planning and discussion in the achievement of organizational goals, pointing out that the quality of information is as good as the quality of the data and data gathering process.

Prof. Onwuka advised that for effective and efficient data and information management, the UNESCO-developed Education Information Management System (EMIS) be adopted to suit each university's operations.

According to her, one of the problems that this system will help in solving is integration and sharing of data from different sources in the same university.

Prof. Onwuka warned that IT presence in the university does not necessarily solve the challenge of data and information management, but pointed out that a proper blend of people, processes and IT is needed. All of this, she said, means that synergy at all levels between the

various sections of the same university and between all stakeholders in the university system is needed to achieve our collective goals in the Nigerian university system through effective data and information management.

Earlier, members of ARNU Executive Council, led by their Chairman, Mr. Emmanuel Obafemi, paid a courtesy call on Gen. Abubakar at his residence in Minna.

In his interaction with the ARNU officials, the former Head of State sought to know the challenges public and private universities in the country were facing even as he made suggestions for the way forward.

Similarly, ARNU Exco also paid a courtesy visit to the Vice-Chancellor represented by the Deputy Vice-Chancellor (Academic), Prof. Oluwole Morenikeji who said the University is always happy to host such events.

He commended the Registrar, Mrs. Victoria Kolo for the improvement in record keeping through digitization.

ARNU Chairman, Mr. Obafemi thanked the University for offering to host the 62nd Business Meeting, noting that FUT, Minna was the first university ever to on its own offer to host their meeting.

APPOINTMENTS

(i) Sabbatical

The Vice-Chancellor has approved Sabbatical for **Prof. E. A. Okosun**, Department of Geology tenable at the Nasarawa State University, Keffi and **Dr. Abdulhameed K. Agboola**, Department of Information and Media Technology tenable at the Fountain University, Osogbo, Osun State for a period of one year with effect from October 2 and 1, 2017 respectively.

(ii) Withdrawal

The Vice-Chancellor has approved the request by **Mohammed Imam Suleiman**, University Security Services for withdrawal of his services from the University with effect from April 1, 2017.

COUNSELLING TIP

In your simplicity and gentleness, be firm with the principles that guide the rules of your official operation so that you do not become a victim of someone's insincerity and lose your integrity and position.

**Guidance and Counselling Unit,
Students' Affairs Division.**

NAF 53rd Anniversary Celebration FUTMINNA, PROF MAKUN, AIBINU GET AWARDS

In recognition of the University's mission of scaling up research in the country aimed at providing solution to societal problems, the Nigerian Air Force (NAF) has honoured the Federal University of Technology, Minna, Professors Anthony Hussieni Makun and Abiodun Musa Aibinu in appreciation of their committed contributions to the growth of research and development in NAF.



L-R: Prof. Aibinu, representative of the VC, Dr. Olutoye and Prof. Makun displaying their awards after the event at the NAF Base, Makurdi

The awards were presented during the Nigerian Air Force 53rd Gala/Awards Night held at the Officer's Mess, NAF Base, Makurdi, Benue State.

Speaking at the event, the Chief of Air Staff, Air Vice-Marshal Sadique Baba Abubakar said the theme for this year's celebration **"Employment of Air Power for Enduring National Security"** was well thought out in view of the fight against insurgency and other security challenges in the country.

The Chief of Air Staff stated that the Nigerian Air Force has contributed immensely to the sustenance of peace and national security in the country based on the successes recorded by NAF fighter jets in the North-East against the dreaded Boko Haram sect, adding that NAF, with the support of other West African countries, was able to restore peace and peaceful democratic transition in Gambia.

The Air Force Boss reiterated the commitment of NAF to research collaborations with tertiary institutions and other experts in the country with the view of finding solutions to its research needs.

He congratulated FUT, Minna and other universities for working with the Nigerian Air Force, stating that the partnership has boosted the operational efficiency of NAF.

Speaking with Campus News after the event, the Vice-Chancellor of the institution, Prof. Musbau Adewumi

Akanji, FNSBMB, FAS expressed delight with the Nigerian Air Force for honouring the University while disclosing that the institution would continue to support all research oriented programmes of NAF for the benefit of Nigeria.

Prof. Akanji who was represented at the event by the Deputy Director, Directorate of Research, Innovation and Development (DRID), Dr. Moses Olutoye disclosed that Nigerian universities and FUT, Minna in particular have the capacity to address all the research problems of the military and tasked investors to sponsor the development of several research prototypes developed by researchers in Nigeria.

Also speaking with Campus News, the University Director, Directorate of Research, Innovation and Development (DRID), Prof. Makun stated that the award is a reward for the University's commitment to research and development, and also is an indication that FUT, Minna has come of age in terms of research.

The Director of DRID dedicated the award to all the Nigerian soldiers who have lost their lives in the fight against insurgency and commended the University Management for their support to the growth of research.

Commenting on the award, the Director, Centre for Open Distance and e-Learning (CODeL) and Head, Department of Mechatronic Engineering, FUT, Minna Prof. Aibinu said the award would spur him to work harder towards making the University a hub for research in the country.

Nigerian rapper, Idris Abdulkareem, the *Nigeria jaga jaga* crooner was on ground to entertain guests at the event.

Against the backdrop of the fight against insurgency and other security challenges, the Nigerian Airforce also inducted two latest versions of the Mi-35 all-weather heavy assault gunship/attack helicopters, among others in Makurdi as part of the events lined up to mark the 53rd anniversary celebration. Other events were air weapon meet, aerial and static display, medical outreach for all communities living around the NAF Base, ceremonial parade and inter-denominational service amongst others.

TEAM FUTMINNA RETURNS FROM NUGA GAMES ...Wins 1 Silver, 4 Bronze Medals

Now that the curtain on the 25th edition of the much talked about Nigeria University's Games Association (NUGA) has come down after twelve days of gusto sporting spectacle, the Federal University of Technology, Minna contingent to the games returned back to Minna last weekend with their best medals haul in recent times.

The University contingent defied all odds to clinch 1 silver



Prof. Osunde (middle) flanked by Team FUT, Minna contingent and officials in a group photograph after the interactive session.

medal in Chess, and 4 bronze medals in badminton, Judo and Hockey (male and female) to finish in 19th position out of the fifty-seven Universities that participated at the biennial sports fiesta hosted by the Federal University of Agriculture, Makurdi, Benue State.

FUT, Minna medals haul at the games is remarkable judging from the fact that the University finished ahead of many conventional universities who can boast of viable departments of Physical and Health Education on the medals table.

The games that was almost suspended by the NUGA Council owing to some logistical hitches and inability of the host university to complete some facilities meant for the games on campus later took centre stage after three days of delay across six different centres in the State and FCT; namely the host University's Sports Complex provided sporting experience for spectators with football, basketball, volleyball and hockey, the Aper Aku Stadium, Makurdi hosted athletics event and handball while Vertia College, Makurdi hosted squash.

Other centres include: Mount Gabriel International College, Makurdi where Taekwondo and Judo took place, the Makurdi Sports Club hosted Lawn Tennis and the National Stadium, Abuja hosted swimming event.

Finally, the opening ceremony of the event took centre stage amidst pomp and utmost gaiety to the delight of fans and guests who witnessed the first ever NUGA games to be hosted by a specialized university. The participating universities brought panache to bear during the ceremonial march past courtesy of their artistic and theatrical display that left many fans at the stadium asking for more. FUT, Minna contingent were not left out as they colourfully hoisted the University flag and displayed other memorabilia to the delight of the Vice-Chancellor's representative at the event, the former Deputy Vice-Chancellor (Academic) of the

institution, Prof. Akim Osunde who could not hold back his joy as he stood to applaud the University's contingent from his seat at the VIP Stand.

Before the opening ceremony, Prof. Osunde had earlier met with Team FUT, Minna contingent where he delivered the Vice-Chancellor's message to the athletes and officials which centred on the need to be good ambassadors of the University and to win gold medals for the institution at the games.

Though, the gold medal eluded the University Contingent, the athletes gave their best in all the games they participated in and won fair play awards for the best behaved University in Hockey (male and female) and Handball.

Speaking during the opening ceremony, the Vice-Chancellor of the host University, Engr. Prof. Emmanuel Kucha stated that hosting the games was a dream come true to the institution, saying that NUGA games is one of the ways through which Nigerian universities are contributing to national development.

"NUGA games gather together Nigerian university students' athletes who are given the opportunity to showcase their sporting talents outside the routines of classrooms, laboratories and other research centres in accordance with laid down rules. This is one way Nigerian universities have immensely contributed to national development using the medium of sports," Prof. Kucha disclosed.

The games was declared open by the Executive Governor of Benue State, Mr. Samuel Ortom, represented by the Secretary to the State Government.

Road to the Medals

All hopes were on the University Male Handball team owing to their superlative performance at the zonal preliminaries hosted by the Federal University Dutse, Jigawa State. The team had painted the zonal event red with their breathtaking showing which culminated in the defeat of the zonal champions, Ahmadu Bello University, Zaria and another heavyweight in the zone- Bayero University, Kano.

The team took off from where they stopped at the zonal preliminaries with a commanding victory against the 2014 NUGA games champions, University of Nigeria, Nsukka. The team defeated UNN 22-16 in their first match played at the famous Aper Aku Stadium, Makurdi. The team's second match was a 20- 0 walk over against Lagos State University (LASU). The Prof. Akanji's boys later trounced University of Maiduguri 15-12 which was followed by another 20-15 victory over University of Uyo. In their last group match, the lads defeated Obafemi Awolowo University, Ile-Ile. That explosive encounter to determine the group leader ended 17 -10.

The stage was set for the semi-final and the Dr. Omotayo Alabi tutored side failed to deliver when it mattered most against Benue State University. The match ended 25-18 and FUT, Minna male handball team were condemned to vie for a bronze medal in the third place match. The boys gave their all to savage a medal irrespective of the colour but were

TEAM FUTMINNA RETURNS FROM NUGA GAMES ...Wins 1 Silver, 4 Bronze Medals **Contd. from Pg 4.**

Anyigba.

The University's first pair of silverware was won by the duo of Ene Abba and Aisha Ajayi in badminton (team event



The University male and female hockey team in a group photograph after winning their third place matches to clinch bronze at the event.

category). The lasses opened up the floodgate of medals as Deborah Joseph, a final year student in the department of Project Management Technology clinched another bronze medal for the University in Judo (Heavyweight category) to become the first ever student to win a medal for FUT, Minna in judo in their first outing at the NUGA games.

Another medal followed suit in hockey, it was a long walk to victory for both the male and female hockey teams. The male hockey team who were finalists at the last West Africa University Games (WAUG) championship hosted by the University of Nigeria, Nsukka in 2015 started on a sound note as they defeated UNN team 1-0 in their first match. The coach Lawrence Umogbai side saw off Bayero University, Kano 2-1 in their second match and drew goalless against University of Maiduguri to top the group and advance to the semi-final stage.

The semi-final match was a mouth-watering encounter against NUGA games defending champions, Obafemi Awolowo University, Ile-Ife. The match lived up to its pre-match billing as the two sides rewarded fans at the pitch with classic display, skills and dexterity. The boys lost 2-0 to the **Great Ife boys** and rounded off the event with another 1-0 win over UNN in the third place match. UNN had earlier lost 2-0 to University of Maiduguri in the second semi-final match. UNIMAID went ahead to defeat OAU in the final to end OAU's 25 years dominance of NUGA games hockey event.

The University female hockey team who made their debut at the games stormed the event with so much aplomb and finesse. The team showed immense sense of composure and maturity to hold the host University to a goalless draw despite intimidation from their vociferous home fans at the stadium. The team lost its second match 5-0 against the much experienced UNN female team who are NUGA and WAUG champions. The Lionesses later trounced the host

University 7-0 to top the group while FUT, Minna came second.

The team held one of the NUGA games favourites, University of Benin to a goalless draw and later lost 2-0 no thanks to the dreaded penalty shout out. The girls bounced back from their defeat in the semi-final to edge University of Maiduguri 1-0 in a tense penalty shout out after the match ended goalless in regulation time. The victory was a perfect reward for hardwork, commitment, dedication and zeal for the girls who only had less than two weeks to fine-tune preparations for the games.

The University's only silver medal at the games was won by Segun Saliu, a master's student in the department of Telecommunication Engineering and a staff of the University in chess individual event.

Other sports that the University participated in at the NUGA games were; Squash, Lawn Tennis, Athletics (Long jump and Pole vault), Taekwondo, Chess and Badminton.

Appraising the University's performance at the games on arrival, the Chairman, University Sports Committee, Prof. Abdulmojeed Ijaiya expressed joy with the performance of the University contingent at the games, saying that the athletes competed fairly in line with the rules and regulations of the games.

Prof. Ijaiya stated that all the University athletes gave their best at the games despite competing against many experienced state and national athletes, adding that there is hope for FUT, Minna in sports.

The former Calabar Rovers goal poacher, however attributed the University medal haul to the students' unrest that disrupted training activities and the ongoing examinations that prevented some students from participating in the games.

On whether FUT, Minna can host the NUGA games, his response was: "Based on what Federal University of Agriculture, Makurdi did, FUT, Minna can confidently host the NUGA games because we have world class sporting facilities on ground more than the host University."

He further appreciated the University's Management for providing the enabling environment for sports to thrive in FUT, Minna.

Though, other University athletes could not make it to the podium to get medals but their commitment and passion cannot be questioned because they gave everything just to be part of the games and above all to win medals for the University. The feat recorded by FUT, Minna in NUGA games and other sporting events in recent times is a sign that the University has truly established itself as a hub and powerhouse in sports in Nigeria. While we await the official medal presentation to the athletes by the Vice-Chancellor of the University, Prof. Musbau Adewumi Akanji, FNSBMB, FAS on a date to be announced soon, the athletes can beat their chests that they were good ambassadors of the University at the games and their consolations will lay in the age long saying that Olympic Games is not all about winning but participation. Congratulations to Team FUT, Minna and **Akwanba!**

YEAR 2017 CALL NOTICE FOR PROMOTIONS EXERCISE

SENIOR STAFF PROMOTIONS EXERCISE

Notice is hereby given that the Appointments and Promotions Committee (A & PC) will be meeting soon to consider Promotions, Confirmation of Appointments and other related cases of Senior Staff for the 2016/2017 promotion year.

2. All cases of Senior Staff due for Promotion and/ or confirmation and other related cases of appointment should be carefully and dispassionately screened by the Schools/Units/Centres' Sub-Committee and submissions made in thirty (30) copies to the Registrar, not later than **Six (6) weeks effective from the May 2 to June 9, 2017. Any submission made after the deadline, June 9, 2017 will not be entertained.**

3. Deans and Heads of Department/Unit/Centre are to conclude action as outlined in the guidelines for the Promotion of Senior Staff within the above stated deadline. Any submission made after the deadline will not be entertained.

4. The highlights of the guidelines are as follows:

A) Confirmation of Appointment before Promotion:

- (i) For the avoidance of doubt, there should be a minimum period of three (3) years of satisfactory probation before confirmation. This period includes the One (1) year National Youth Service Corps (NYSC). All cases of confirmation must be accompanied with up-to-date Curriculum Vitae. All staff employed on Senior rank, that is, from CONTISS 6 and above, are expected to possess either NYSC discharge certificate or Exemption Certificate before being considered for confirmation.
- (ii) Academic staff with first degree should not be presented for confirmation of appointment, until after completion of Master's Programme.
- (iii) Staff applying for confirmation of appointment should include their academic qualification(s) in the body of their application and this should be captured in the Department's summary.
- (iv) If an employee is absent on Study Fellowship for part or all of the first three (3) years from the date of commencement of his/her appointment, he/she shall not be eligible for confirmation until he/she has successfully completed the Study Fellowship and spent a total of two (2) years in post at the University. However, staff in the rank of Assistant Lecturer and above who are **on part-time** Study Fellowship and are effectively carrying out their academic work in the Department would be considered for Confirmation of Appointment and Promotion if they have met the required years of service.

(B) Promotion:

- (i) Promotions shall be subject to availability of **established and funded vacancies**, attainment of requisite educational and/or professional qualifications, and the NUC approved guidelines/structure on staffing.
- (ii) A minimum of three (3) years satisfactory service must be spent after the last promotion or appointment of an officer, excluding periods spent on Leave of Absence. However, four(4) years is the

minimum waiting period for non-teaching staff moving to CONTISS fourteen (14).

- (iii) A staff who was promoted during Study Fellowship must spend a minimum of One (1) year after Study Fellowship before he/she can be considered for another promotion provided he/she has met all the other conditions for promotion.
- (iv) Acquisition of Professional registration is compulsory for Academic Staff applying for promotion to the rank of Senior Lecturer and above and for Non-teaching staff moving to CONTISS 13 and above. **However, staff on Architect and Builder officers' cadres will be required to obtain Professional registration when applying for promotion to CONTISS 11 as provided by the University Scheme of Service**
- (v) Those that are not due for promotion either as a result of disciplinary measures or for some other reasons should be clearly indicated in the submissions.
- (vi) In addition to the requirement for thirty (30) copies of up-to-date Curriculum Vitae of the members of staff being put up for promotion, the third year's Annual Performance Evaluation Report Form should be completed by Non-Academic staff, duly assessed (see (*) below), and forwarded to the Registrar along with the write-up on promotion. * **(Note that the earlier circular directing staff to complete the APER form annually and to forward same still stands).** Promotion cases forwarded with lumped APER Forms will not be considered.
- (vii) A Committee comprising the Heads of Department/Unit/Centre and Senior Colleagues in the Department/Unit/Centre should assess the Annual Performance Evaluation Report Form of Non-Academic staff recommended for promotion comprehensively; it should **not** be the responsibility of the Head of Department/Unit/Centre **alone**.
- (viii) Library Staff who are classified as Academic Staff will be assessed on the existing approved Academic Staff Promotion Guidelines.
- (ix) Where a member of staff has served less than SIX (6) months in a Department/Unit/Centre, the previous Department shall be responsible for his/her appraisal for promotion or confirmation.
- (x) Abbreviation of names of staff recommended for promotion or confirmation should be avoided. Names should be written in full, beginning with **Surname and a coma before other names (e.g) Kolo, Victoria Nnawo.**
- (xi) The date of last promotion of staff on Transfer of Service to Federal University of Technology, Minna should be written in the column "Date of Last Promotion of Staff on TOS" provided in the promotion summary.
- (xii) For the avoidance of doubt, Senior Lecturers applying for promotion to the rank of Associate Professors and Associate Professors applying for promotion to the rank of Professor must both have evidences of International Conference attendance and Postgraduate supervision.

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- (xii) For the avoidance of doubt, Senior Lecturers applying for promotion to the rank of Associate Professors and Associate Professors applying for promotion to the rank of Professor must both have evidences of International Conference attendance and Postgraduate supervision.
- (xiii) Promotion examination for Non-Academic staff will be conducted at least four (4) weeks to the promotion exercise. Adequate information on the exercise will be made available in due course.
- (xiv) All the qualifications and scores of staff recommended for promotion should be explicitly and fully stated in summary sheets. This implies that areas of specialisation should also be included.
- (xv) Please, note that originals of published works of Academic staff put up for promotion will be assessed by the Appointments and Promotions' Publication Sighting Sub-committee and if necessary also sighted at the floor of A & PC meeting.
- (xvi) All submissions should be separated into the following categories:
- Academic Staff;
 - Senior Administrative Staff; and
 - Senior Technologist/Technical Staff.
- Submissions lumped together will be rejected.
- (xvii) Publications in journals from Tertiary Institutions other than University will not be considered for assessment.
- (xviii) Publications in Predatory Journals will also not be considered for assessment.
- (xix) For promotion to the rank of Senior Lecturer, publications should not be more than 50% in local journals and proceedings and not less than 20% in international ones. For the Professorial ranks, at least 30% of the publications must be international with no more than 40% in local outlets. **Table of content and list of Editorial Board members should also be submitted. Reviewer's comments on online publications of articles submitted for publication since January, 2016 should be submitted along with the publications.** Please, note that acquisition of a PhD has been mandatory for promotion to the rank of Senior Lecturer with effect from 2009/2010 Promotion Exercise.
- (xx) Please note that Guidelines for Promotion remain the same. However, copies are attached as a reminder.
- (xxi) Staff with Diploma Certificate on CONTISS 6 and above should not be presented for promotion. Note that those with National Diploma Certificate are not affected. Their terminal point is CONTISS 9.
- (xxii) Non-teaching staff employed with Third Class Degree and PASS in ND/HND before May 10, 2012 can apply for promotion provided they have met other requirements for the promotion.
- (xxiii) Please, be informed that it is necessary to underscore the need for writing the Curriculum Vitae in the approved format. Curriculum Vitae that are not written in that order will not be treated. Please be guided accordingly.

5. Other Administrative Points for Noting:

- All submissions to Appointments and Promotions Committee should be separated as categorised in (xvi) above.
- Submissions are to be forwarded in the appropriate attached format. Any submission that is not in conformity with the appropriate format will not be considered.
- Copies of the Minutes of each School/Department/Unit/Centre's Sub-Committee meeting(s) on promotion should be attached for the Appointments and Promotions Committee's information and guidance.
- The Deputy Registrar (Establishment) should be contacted at least one (1) week before the School/Unit/Centre's Sub-Committee meeting(s) to enable him send a representative.
- All applications should be forwarded to Appointments and Promotions Committee whether or not staff are recommended from Schools/Units/Centres.

6. Conclusion

- Registrar appeal for your maximum co-operation to enable us undertake a hitch-free Promotion Exercise.
- You should equally feel free to consult Registrar for clarification on any matter arising from this Circular.
- Also the Chairman of the Appointments and Promotions Committee is also willing to avail interested Deans, Heads of Department/Unit and Directors/Coordinators/Chairmen of Centre/Board of his advice so as to ensure the total success of this exercise.

JUNIOR STAFF PROMOTIONS EXERCISE

A Iso the Junior Staff Appointments and Promotions Committee will be meeting soon to consider Promotions, Confirmation of Appointments and other related cases for the 2016/2017 promotion year.

- All cases of Junior Staff due for Promotion should be screened by the School/Unit/Centre's Sub-Committee and submissions made in (20) twenty copies to the Registrar, not later than **Six (6) weeks effective from May 2 to June 9, 2017. Any submission made after the deadline (9th June, 2017) will not be entertained.**
- Deans of School and Heads of Department/Unit/Centre are to **conclude** action in accordance with the Guidelines set out below and within the deadline stated above.

A) Confirmation of Appointment before Promotion:

- For the avoidance of doubt, there should be a minimum period of three (3) years satisfactory probation before confirmation of appointment. All cases for confirmation must have up-to-date Curriculum Vitae and recommended by the Head of Department/Unit/Centre. An application for confirmation that is merely endorsed "**recommended**" without adequate appraisal will not be considered and the Junior Staff Appointments and Promotions Committee will hold the Head of

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Department of the Unit responsible for non-confirmation of the staff whose case is not presented in the prescribed format.

(B) Promotion

The highlights of the Guidelines are as follows:

- a. Holders of SSCE, GCE O' Level, Teachers' Grade II Certificate or equivalent qualification will move up to CONTISS 4, in addition to having satisfied the following conditions:
 - i. Three (3) years minimum waiting period.
 - ii. Availability of funded vacancies.
 - iii. Satisfactory hard work and
 - iv. Good conduct.
 - b. To advance to CONTISS 5, it is mandatory to possess additional Certificate to (a) above. The terminal point for those with Diploma is CONTISS 6.
 - c. In every case, promotions shall be subject to availability of **established and funded vacancies** and attainment of requisite educational and/or professional qualifications for the higher rank.
 - d. A minimum of **three** years waiting period of service is a prerequisite before the initial promotion or after the last promotion.
 - e. A letter of warning for misconduct or any other form of indictable behaviour during the period of assessment will adversely affect the promotion of the erring officer. Such a staff can only be put up for promotion after one year of serving the punishment.
 - f. **All** staff that are not recommended for promotion either as a result of disciplinary measure(s) or due to some other reasons should be clearly indicated in the submissions.
 - g. Where a member of staff has served less than six (6) months in a Department/Unit, the previous Department shall be responsible for his/her appraisal for promotion or confirmation.
 - h. No recommendation for additional increment or double promotion shall be entertained and should therefore, be avoided.
 - i. The earlier circular directing staff to complete the Annual Performance Evaluation Report (APER) form annually and to forward same still stands. Promotion cases forwarded with lumped APER forms will be rejected.
4. All submissions for Junior Staff promotion and confirmation of appointments should be submitted separately from other submissions.
 5. We count on your maximum co-operation to facilitate a smooth promotion exercise. Remember the deadline is **June 9, 2017** for your submissions to reach our Office. **Any submission after this date is late and will not be accepted.**
 6. The Deputy Registrar (Establishment) should be contacted at least one (1) week before School/Unit/Centre's Sub-Committee meeting(s) to enable him send a representative.
 7. Please, feel free to consult the Registrar or the Deputy Registrar (Establishment) on any matter arising from this circular.

MUSLIM UMMAH CONGRESS MEETING

All FUT, Minna Muslim members are invited to the Muslim Ummah Congress meeting slated as follows:

Date: Saturday, May 13, 2017.

Time: 9:00am prompt

Venue: Central Mosque, Bosso Campus.

ANEBIRA FORUM

The Anebira Forum, Federal University of Technology, Minna cordially invites the University community and the general public to the award giving ceremony to their distinguished illustrious elders as follows:

Date: Saturday, May 6, 2017

Time: 10:00am prompt

Venue: Gidan Matasa, Okada Road, Minna, Niger State.

APPRECIATION

Prof. Job Nmadu, Department of Agric Econs and Extension, has on behalf of his family expressed appreciation to the Management, Staff and Students of the Federal University of Technology, Minna and the general public for their support by prayers, visits, gifts and attendance at the wedding of Dr. and Dr. (Mrs.) Oluwafemi Aremu at Patishabakolo. He prayed that God Almighty will reward you all.

Similarly, **Mall. Saidu Aliyu Yahaya** of the Information and Publications Unit hereby expresses his profound appreciation to the Vice-Chancellor, Principal Officers and members of staff for commiserating with him following the demise of his beloved wife on Wednesday, April 26, 2017.

He wishes them Allah's blessing and reward for their show of love and concern.

Also, **Daniel Willson Jiya** of Student Affairs Division, sincerely thanks members of staff who commiserated with him over the death of his father, Trustee Silas Baba Jiya for their prayers, supports and presence during the burial ceremony.

WEDDING CEREMONIES

The family of Prof. And Dr. (Mrs.) Godwin Nnaemeka Nsofo, of the Departments of Geography and Science Education cordially invite the University community and the general public to the Solemnization of Holy Matrimony of their son, **Chiemeka Chijioke Jnr. with Ijeamaka Chimdinma**, which will by the Grace of God take place as follows:

Date: Saturday, May 20, 2017

Time: 11:30am prompt

Venue: St. Andrew's Anglican Church, Sabon Gari, Minna, Niger State.

Reception: follows immediately at Sir Cyprian Ojimadu Nweze Memorial Hall, St. Andrew's Church Premises, Minna, Niger State.

Baba Audi of the University Library Services cordially invite the University community and the general public to his Solemnization of Holy Matrimony with **Lamai Jonah**, which will by the Grace of God take place as follows:

Date: Saturday, May 13, 2017

Time: 10:00am prompt

Venue: Shiloh Baptist Church, Samaru, Zaria, Kaduna State.

Reception: follows immediately at Ahmadu Bello University, Sports Gymnasium NUGA Gate, Area BZ, Kaduna State.

Mal Mohammed Kudu Ahmed of the Bursary Department, cordially invite the University community and the general public to the wedding fatiha of his daughter, **Tauheedat Larai Muhammad**, which will Insha Allahu take place as follows:

Walimat

Date: Monday, May 8, 2017

Time: 2:00pm prompt

Venue: Mal. Mohammed Kudu Ahmed's Residence, Behind Bahago Plaza, Tunga, Minna, Niger State.

Date: Saturday, May 13, 2017

Time: 11:00am prompt

Venue: Emi Keta Dukune, Rabba, Via Mokwa, Niger State.

Reception: follows immediately at the same venue.

Money Matters

W weekly Financial Digest (Monday, April 24 - Friday, April 28, 2017)

N	RECEIPTS	N
1	Clearance Fees	12,000.00
2	Collection of Certificate	508,000.00
3	Academic Transcript Fees	335,000.00
4	Verification/Confirmation of	40,000.00
5	Proficiency in English Language	8,000.00
6	Replacement of I.D. Card	6,500.00
7	Turnitin	44,000.00
8	Semesterial Result	7,300.00
9	Commercial Activities	23,800.00
10	Farm Land	33,500.00
11	Add & Drop	1,000.00
12	Tender Fees	125,000.00
13	Letter of Introduction	1,000.00
	TOTAL RECEIPTS	1,145,100.00
14	(i) Staff	
	(a) Refund	8,439,573.00
	(ii) Contractors/Suppliers	
	(a) Niger State Water Board - Water Bill	220,000.00
	(b) " " "	187,500.00
	(c) Leah Eyagi Yisa - Cost of Refreshment	29,720.00
	(d) Polarmed Ltd - Supply	1,718,850.00
	(e) A. G. Office Equipment - Supply	2,661,330.00
	(f) Leah Eyagi Yisa - Cost of Refreshment	671,550.00
	(g) El-Tij Global Venture Ltd. - Supply of Diesel	4,504,500.00
	(h) Globacom Ltd - Subscription	9,450,000.00
	(i) El-Tij Global Venture Ltd. - Supply of Diesel	4,504,500.00
	(j) A. S. K. & Partners - Re-construction of Hostel	1,032,187.50
	(k) Gofwas Nigeria - "	442,875.00
	(l) Ndanusa & Son - "	2,145,159.38
	TOTAL PAYMENTS	36,007,744.88