



No.666

# Campus News

Federal University of Technology, Minna

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Friday, May 26, 2017

## ADJUSTED ACADEMIC CALENDAR FOR THE 2016/2017 SESSION

### FIRST SEMESTER: MONDAY, 10<sup>TH</sup> OCTOBER, 2016 TO SATURDAY, 29<sup>TH</sup> APRIL, 2017,

Monday, 10 <sup>th</sup> October, 2016 – Saturday, 22 <sup>nd</sup> October, 2016	-	Online registration for new students (2 weeks)
Monday, 24 <sup>th</sup> October, 2016 – Saturday, 29 <sup>th</sup> October, 2016	-	Arrival and Documentation of Fresh students (1 week)
Monday, 24 <sup>th</sup> October, 2016 – Saturday, 29 <sup>th</sup> October, 2016	-	Online Registration of Returning Students (1 week)
Monday, 31 <sup>st</sup> October, 2016 – Saturday, 23 <sup>rd</sup> December, 2016	-	Arrival and Documentation of Returning students/Lectures begin for all students
Monday, 2 <sup>nd</sup> January, 2017	-	Lectures continue for all students
Thursday, 26 <sup>th</sup> January, 2017	-	Matriculation Ceremony of new students (2016/2017 session)
Monday, 30 <sup>th</sup> January, 2017 – Wednesday, 1 <sup>st</sup> February, 2017	-	Convocation Week
Thursday, 15 <sup>th</sup> February, 2017 – Saturday, 18 <sup>th</sup> February, 2017	-	e-Test (1week)
Thursday, 16 <sup>th</sup> February, 2017 – Friday, 17 <sup>th</sup> March, 2017	-	Mid-Semester Break
(i) a. Saturday, 25 <sup>th</sup> March, 2017	-	Resumption of <b>400 level</b> students
b. Monday, 27 <sup>th</sup> March, 2017	-	Documentation and Clearance of <b>400 level</b> students
c. Tuesday, 28 <sup>th</sup> March,- 4 <sup>th</sup> April, 2017	-	1 <sup>st</sup> Semester exam for all <b>400 level</b> courses
d. Wednesday, 5 <sup>th</sup> April, 2017	-	<b>SIWES</b> Orientation for <b>400 level</b> students at Gidan Kwano
e. Thursday, 6 <sup>th</sup> April, 2017	-	<b>SIWES</b> Orientation for <b>400 level</b> students at Bosso Campus.
f. Monday, 10 <sup>th</sup> April, 2017 – Saturday, 22 <sup>nd</sup> Sept., 2017-	-	<b>SIWES</b> (24 weeks) for all Schools with exception of SAAT
(ii) a. Wednesday, 5 <sup>th</sup> April, 2017	-	Resumption of <b>500 level</b> Students
b. Thursday, 6 <sup>th</sup> April, 2017	-	Documentation and Clearance of <b>500 level</b> Students
c. Friday, 7 <sup>th</sup> - Thursday, 13 <sup>th</sup> April, 2017	-	First Semester Examination for <b>500 level</b> courses
(iii) a. Tuesday, 18 <sup>th</sup> April, 2017	-	Resumption for <b>100, 200 &amp; 300 level</b> Students
b. Wednesday, 19 <sup>th</sup> – Thursday, 20 <sup>th</sup> April, 2017	-	Documentation fort <b>100, 200 &amp; 300 level</b> Students
c. Friday, 21 <sup>st</sup> April – Saturday, 13 <sup>th</sup> May, 2017	-	First Semester Examination for <b>100, 200, &amp; 300 level</b> courses.
Monday, 15 <sup>th</sup> May, 2017 – Saturday, 20 <sup>th</sup> May, 2017	-	First Semester Break
Thursday, 29 <sup>th</sup> June, 2017	-	School Board to consider First Semester Results
Wednesday, 26 <sup>th</sup> July, 2017	-	Senate to consider First Semester Results

### SECOND SEMESTER, 2016/2017- MONDAY, 22<sup>ND</sup> MAY, 2017 – SATURDAY, 23<sup>RD</sup> SEPTEMBER, 2017

Monday, 22 <sup>nd</sup> May, 2017	-	Lectures commence for all students
Monday, 14 <sup>th</sup> August, 2017 – Saturday, 19 <sup>th</sup> August, 2017	-	e-Test (1 week)
Monday, 28 <sup>th</sup> August, 2017 – Saturday, 9 <sup>th</sup> September, 2017	-	e-Exam for 100 Level Students and Large Classes (1 week)
Monday, 11 <sup>th</sup> September, 2017 – Saturday, 23 <sup>rd</sup> Sept., 2017	-	Second Semester Examination (2 weeks)
Monday, 25 <sup>th</sup> September, 2017 – Saturday, 4 <sup>th</sup> Nov., 2017	-	Second Semester Long Vacation Break (6 weeks)
Monday, 2 <sup>nd</sup> October, 2017 – Saturday, 11 <sup>th</sup> November, 2017	-	SWEP/Field Trip (6 weeks)
Thursday, 2 <sup>nd</sup> November, 2017	-	School Boards to consider Examination Results
Wednesday, 29 <sup>th</sup> November, 2017	-	Senate to consider Second Semester Results
Monday, 4 <sup>th</sup> December, 2017	-	New Academic Session (2017/2018) begins

**Every Wednesday of the week, lectures end at 2:00p.m for Sporting activities for all students.**

# YEAR 2017 CALL NOTICE FOR PROMOTION EXERCISE

## SENIOR STAFF PROMOTIONS EXERCISE

**N**otice 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.

- (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 PROMOTION 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 (9<sup>th</sup> 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

# CALL NOTICE FOR PROMOTION

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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.

## CONGREGATION MEETING

This is to inform Members of Congregation and the University community that Congregation meeting has been scheduled as follow:

**Date:** Wednesday, May 31, 2017

**Time:** 2:30 p.m. prompt

**Venue:** University Auditorium, Gidan Kwano.

## APPOINTMENTS

### (i) Renewal

The Vice-Chancellor has approved the renewal of appointments of **Prof. Yakubu Ibrahim**, Department of Quantity Surveying, and Arch. **Muhammad Bako Ismail**, Department of Architecture, as Visiting Lecturer for a period of one year each, with effect from May 27, 2017 and April 1, 2017 respectively.

Similarly, the Vice-Chancellor has approved the renewal of contract appointments of **Dr. Moses O. Odeyemi**, Department of Biological Science and **Shuaibu Umar**, Department of Urban and Regional Planning for a period of one year each, with effect from July 11, 2017 and June 4, 2017 respectively.

## UPGRADING

The Vice-Chancellor has approved the Upgrading of Mrs. Murjanatu Abdulhamid, University Library Services from Assistant Librarian to Librarian II, with effect from November 14, 2016.

## APPRECIATION

The family of Prof. and Dr. G. N. Nsofor sincerely appreciate all members of the University community and beyond for their presence, gifts and financial support during the wedding ceremony of their son, Chiemeka Chijioke Jnr. They also prayed that God will favour all beyond their expectations.

## NAMING CEREMONY

**Mr. Ayo Adeyemi of Information and Publications Unit** cordially invites the University community and the general public to the naming ceremony of his son born on Tuesday, May 23, 2017 which will by the Grace of God take place as follows:

**Date:** Tuesday, May 30, 2017

**Time:** 4:00pm prompt

**Venue:** Opp. FADAMA Transformer, Off NITECO Road, By Peter Sarki Junction, Tunga, Minna, Niger State.



## AL-HALAL 13TH AGM

This is to inform all financial members of Al-Halal Cooperative Multi-purpose Society that there will be 13th Annual General Meeting of the Society for the year ended, December 31, 2016 scheduled as follows:

**Date:** Saturday, May 27, 2017

**Time:** 9:00am prompt

**Venue:** CPES Hall, Bosso Campus

**NOTE:** Only financial members for the year ended December, 2016 are expected to attend.

## WEDDING CEREMONY

**Samuel A. Fidelis of the University Security Services Division** cordially invites the University community and the general public to his Solemnization of Holy Matrimony with **Rahab Simi James**, which will by the Grace of God take place as follows:

**Date:** Saturday, May 27, 2017

**Time:** 10:00am prompt

**Venue:** Our Lady of Perpetual Help Cathedral, Naka Road, Makurdi, Benue State.

**Reception:** follows immediately at Bem Hotel, Ankpa Quarters, Makurdi, Benue State.

## FITNESS! FITNESS!!

The University Sports Committee weekly special dance and aerobics exercise for both campuses will hold as follows:

**Date:** Saturday, May 26, 2017

**Time:** 6:30 a.m. prompt

**Venue:** Bitrus Sawa Sports Complex, Bosso Campus and School Gym, Main Campus.

For details, please call 08035966255 or 08033733709.

## CONDOLENCE

The Registrar has on behalf of Management, Staff and Students of the Federal University of Technology, Minna condoled Jiya Daniel Willson, Student Affairs Division over the death of his father, which sad event occurred Saturday, April 29, 2017.

May his gentle soul rest in peace.

## Money Matters

Weekly Financial Digest (Monday, May 8 - Friday, May 19, 2017)

N	RECEIPTS	N
1	Clearance Fees	21,000.00
2	Collection of Certificate	1,133,250.00
3	Academic Transcript Fees	770,000.00
4	Verification/Confirmation of Certificate	50,000.00
5	Proficiency in English Language	10,000.00
6	Replacement of I.D. Card	5,000.00
7	Turnintin	28,000.00
8	Semesterial Result	5,000.00
9	Commercial Activities	12,000.00
10	Farm Land	52,000.00
11	Purchase of Academic Gown	90,000.00
12	Defferment	10,000.00
13	Campus Radio	399,700.00
14	Letter of Attestation	1,000.00
15	Renewal of Association	5,000.00
	<b>TOTAL RECEIPTS</b>	<b>2,591,950.00</b>
	<b>PAYMENTS</b>	
16	<b>(i) Staff</b>	
	(a) Refund	9,661,567.00
	(b) Staff Training	31,896,300.00
	(c) Advance	13,478,185.00
	<b>(ii) Contractors/Suppliers</b>	
	(a) Police Community Relation - Financial Assistance	50,000.00
	(b) A. G. Office Equipment - Retainership Fee	281,250.00
	(c) Sarki Pawa - Repair	109,900.00
	(d) Mrs. O. Oladejo - Supply of Newspaper	4,000.00
	(e) Excellent Concer Furniture - Supply	560,500.00
	(f) Mrs. O. Oladejo - Supply of Newspaper	55,150.00
	(g) Nigeria Portal Service - Service	206,377.50
	(h) Goldskures Card Nig. Ltd. - Printing	420,000.00
	(i) Sarki Group Company Nig. Ltd. - Supply	759,250.00
	(j) Ola Dandy Tailor & Co. - Supply	550,000.00
	(k) Mo'd Kadi Nig. Ltd. - Supply	262,500.00
	(l) Messr Hassuni Eng. Serv. Nig. Ltd. - Contruccion	52,179,317.91
	(m) Messr Book Hall & Library Equip. - Supply	31,131,000.00
	(n) Tondaves & Co. Ltd. Contraction	27,526,442.52
	(o) " " "	27,157,065.38
	(p) Swaleys Nig. Ltd. - "	31,592,113.17
	(q) Mcesta Ventures Ltd. -"	31,845,589.66
	(r) " " "	29,580,754.83
	(s) Swaleys Nig. Ltd. - "	34,907,687.53
	<b>TOTAL RECEIPTS</b>	<b>324,214,950.50</b>