



**IGNATIUS AJURU UNIVERSITY OF EDUCATION
RUMUOLUMENI P.M.B. 5047
PORT HARCOURT**

OFFICE OF THE DIRECTOR, ACADEMIC PLANNING UNIT

REPORT ON THE STATE OF DIRECTORATE OF ACADEMIC PLANNING

Mandate

The functions of the Director Academic Planning of Ignatius Ajuru University of Education includes but not limited to the following:

- ❖ To annually update, analyse and project population data for planning and preparation of the university's recurrent budget and resource allocation based on the approved budget.
- ❖ To assist in the development of new academic programme planning guidelines and criteria and the review of existing ones.
- ❖ To collect data on trends in university activities such as enrolments, staffing, staff training, graduate output etc. and make such data available for research;
- ❖ To collect, *analyse* and interpret relevant data from all university units;
- ❖ To document and store information on all academic programmes;
- ❖ To ensure that the university complies with and maintain minimum academic standards as stipulated by NUC:
- ❖ To make projections and advice the Vice Chancellor on areas of major concern and reliance.
- ❖ To organize the drafting and review of university academic brief.
- ❖ To participate in curricula review and to ensure compliance with NUC and other applicable guidelines and procedures for establishment of new programmes;

- ❖ To provide data backed information on academic operations of the university;
- ❖ To publish university records, statistics, research reports, etc.; and
- ❖ To regularly update and evaluate data from relevant university units to analyse the performance of the university.

Besides the above mentioned as enshrined in the Academic Brief of the university, the DAP has to :

- Have deep understanding of the university's management machinery and its structures.
- Be familiar with the decisions and policies taken by the university and government organs on issues pertaining to admissions, higher education, staff remuneration, etc.
- Keep in touch with the NUC at all times with a view of advising the university management on current developments
- Know the NUC standards and policies on curriculum, admissions, accreditations, research, staff development, open and distance learning (ODL) resources allocation, establishment of new programmes, performance indicators etc.
- Keep up-to-date administrative records on admissions, student enrolment, graduate output, staffing, and finance at all times.
- Ensure that all faculties, departments and non-academic units in the university keep and update records on staff list (unit, status, rank, date of appointment, gender etc.), students list (faculty, department, programme, gender etc.), examination records, admission list, etc.
- Collate, process, and produce University Statistics annually (using the NUC's approved formats) for submission to the NUC as and when requested.
- Produce statistical digest for the university annually.
- Understand and interpret the implications of the results of the performance of a university after the analysis of the university's submission on Recurrent Budget Estimates have been made by NUC and advise the Vice Chancellor accordingly based on the results of the analysis.
- Keep up to date records on the accreditation status of all academic programmes in the university.

- Ensures that Self Study Forms for all academic programmes due for accreditation are completed correctly and all the necessary information required are provided.
- Be responsible for the preparation of Academic calendar for the University and ensuring that it is implemented and submitted to the NUC.
- Ensure that only programmes with NUC's approved Benchmark Minimum Academic Standards (BMAS) are allowed to run in the university.
- Follow the necessary due diligence (due process) and request for the development of BMAS for programmes that do not have BMAS.
- Keep abreast of the BMAS and raise issues for reviews as appropriate.
- Ensure that the BMAS for each discipline is made available to all faculties, departments and widely circulated among academic staff in the university for reference Purposes.
- Keep abreast of the Academic Brief and inform university management of its provisions and ensure strict compliance in the implementation of the Brief.
- Ensure that the university's Academic Brief is reviewed as and when due and submitted to the NUC for analysis.
- Insist that University follows due process when applying for the establishment of new academic units and programmes and ensure that approval is given by NUC before the commencement of any programme.
- Responsible for the completion and submission of application forms for the establishment of new units and academic programmes and splitting of programmes and units at all levels.
- Advise the university to constitute a strategic planning committee according to the NUC's guidelines and to draw up Strategic Plan for the university and ensure compliance with the provisions of the plan.
- Forward the university's Strategic Plan NUC for analysis as and when due (note Strategic Plans should be developed every three to five years).
- Submit reports on the level of implementation of the university's Strategic Plan to the NUC annually.

Action Plan

- To update the University Statistical Information Hand Book Published in 2013
- Preparation for verification of newly mounted academic programmes and accreditation of two existing academic programmes of the university at the undergraduate level by National Universities Commission (NUC) in no distant time.
- To collaborate with the departments of existing academic programmes and liaise with NUC in pursuance of mounting Postgraduate Programmes for the university as quickly as a possible.
- To continually execute statutory duties of the unit, as contained in the academic brief, carry out duties as may be assigned by relevant authorities; Council, Senate and the Vice Chancellor, and others that may be incidental to the unit.
- To be proactive at all times in data generation and retention for subsequent use with intent of forestalling delay and or unavailability of data.
- To keep at pace with sister institutions far and nigh on the modus-operandi of the unit.
- To train and re-engineer staff of the unit mentally, to become ICT friendly through the university's sponsorship organization, and participation in staff development training programmes like; Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI).
- To ensure full application of knowledge acquired in the execution of duties in the unit for the overall growth of the university.

REPORT ON ACADEMIC PLANNING UNIT

1. Mandate

The mandate of the Academic Planning Unit of the University is jointly derived from item 3.17:1 of Ignatius Ajuru University of Education Academic Brief, Vol. 1 of 2010 and the NUC Checklist on the Responsibilities and Expected Duties of Directors of Academic Planning in Nigerian Universities.

The NUC document aforesaid states that the unit;

Serves as the main hub for the orderly development of programmes in the university and also serves as the feedback mechanism to the Vice- Chancellor on Academic issues.....therefore, provides the roadmap for a university to attain excellence by applying global best practices.

Some of the functions of the unit as enshrined in the University Academic Brief include;

- ❖ To annually update, analyse and project population data for planning and preparation of the university's recurrent budget and resource allocation based on the approved budget;
- ❖ To assist in the development of new academic programme planning guidelines and criteria and the review of existing ones;
- ❖ To collect data on trends in university activities such as enrolments, staffing, staff training, graduate output etc. and make such data available for research;
- ❖ To collect, analyse and interpret relevant data from all university units.
- ❖ To document and store information on all academic programmes.
- ❖ To ensure that the university complies with and maintains minimum academic standards as stipulated by NUC.
- ❖ To make projections and advice the Vice- Chancellor on areas of major concern and vigilance.
- ❖ To organize the drafting and review of university academic brief.

- ❖ To participate in curricula review and to ensure compliance with NUC and other applicable guidelines and procedures for establishment of new programmes.
- ❖ To provide data backed information on academic operations of the university.
- ❖ To publish university records, statistics, research reports, etc; and
- ❖ To regularly update and evaluate data from relevant university units to analyse the performance of the university.

Functions of the unit (DAP) as specified by NUC include;

- Have deep understanding of the university's management machinery and its structures.
- Be familiar with the decisions and policies taken by the university and government organs on issues pertaining to admissions, higher education, staff remuneration, etc.
- Keep in touch with the NUC at all times with a view of advising the university management on current developments.
- Know the NUC standards and policies on curriculum, admissions, accreditations, research, staff development, open and distance learning (ODL), resources allocation, establishment of new programmes, performance indicators, etc.
- Keep up-to-date administrative records on admissions, student enrolment, graduate output, staffing, and finance at all times.
- Ensure that all faculties, departments and non-academic units in the university keep and update records on staff list (unit, status, rank, date of appointment, gender etc.), students list (faculty, department, programme, gender etc.), examination records, admission list, etc.
- Collate, process, and produce University Statistics annually (using the NUC's approved formats) for submission to the NUC as and when requested.
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- Keep up to date records on the accreditation status of all academic programmes in the university.
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- Ensure that the BMAS for each discipline is made available to all faculties, departments and widely circulated among academic staff in the University for Reference Purposes.
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- Ensure that the university's Academic Brief is reviewed as and when due and submitted to the NUC for analysis.
- Insist that University follows due process when applying for the establishment of new academic units and programmes and ensure that approval is given by NUC before the commencement of any programme.
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- Forward the university's Strategic Plan to NUC for analysis as and when due (note Strategic Plans should be developed every three to five years).
- Submit reports on the level of implementation of the university's Strategic Plan to the NUC annually.

2. Staff Strength

The unit has seven staff, headed by the Director, Academic Planning Unit and operates in five offices; two on the ground floor, one on the first floor and two on the second floor of the new Administration building of the university.

3. MAJOR ACTIVITIES OF THE UNIT, 2013-2017 (IMPLEMENTED, ONGOING AND PROSPOSED)

S/N	Year	Activity	Status	Remarks
1.	2013	Publication of University Statistics	Used as Source document for all university planning activities	Currently under review
2.	2013	Annual collation/update of NUSMAP data(students enrolment data)	Annually uploaded to NUC portal as required	Available for 2013/2014, 2014/2015, 2015/ 2016
3.	2013	Collation and submission of University Part-Time Programme for NUC approval	Approval granted per No. 9 of NUC document; Re: moratorium on part-time programmes	Approval still valid.
4.	2013	First NUC Accreditation of twenty six(26) undergraduate programmes	Two (2) earned full, twenty-one (21) earned interim status, none denied.	The two (2) with full accreditation status to be due for re-accreditation in 2018, while the entire interims have been re-accredited.
5.	2014	Sensitization of staff on Tetfund intervention on training and conference attendance	There is significant increase in the number of applicants and beneficiaries.	Staff constantly updated on new guidelines.
6.	2015	Initiated review of	Programmes will	Process halted due

		University Academic Programmes.	lapse by 2018	to accreditation. Process to commence in January 2017
7.	2015	Initiation of review/reclassification of grading of students vides NUC directives.	Reclassification of degrees to exclude pass degree implemented. 45% as lowest pass mark yet to be implemented.	45% as lowest pass mark to take off with 2016/2017 set. Senate has already granted approved.
8	2016	Proposed introduction/expansion of non-degree programmes (Diploma, Certificate, JUPEB and Remedial)	Report has been submitted to the Ag. Vice-Chancellor. No official directive.	No directive yet, probably due to NUC's new position on sub-degree programmes in universities.
9.	2016	Second NUC Accreditation of 21 undergraduate programmes.	The entire 21 Programme earned full accreditation status.	All the programmes of the University have full accreditation status. As a prelude, series of pre-accreditation seminars and sensitization workshops were held for staff. Also, a three-stage mock accreditation exercise was held viz; internal, external and Governing Council.
10.	2016/2017	Facilitation of e-learning training by the Digital Bridge Institute for staff.	105 staff benefited from the 5-day practical training.	Programme was successful as it provided hands-on training for staff of various cadres.
11.	2016/2017	Collation and	NUC has approved	Resource

		submission of request for two (2) new undergraduate programmes (Educational Management /Planning and Library and Information Science and one (1) Postgraduate Diploma in Education PGDE) programme.	a Resource Verification Visit to the university. Relevant fees have been paid.	Verification Visit unofficially slated for December 2016. Proposed departments have been notified.
12.	2016/2017	Collation/submission of request for postgraduate programme (M. Ed) in 18 Education-based specializations in line with NUC directives.	Documents are at the processing stage. Official response is still awaited.	Documents are still at the processing stage.
13.	2016/2017	Resource Verification Visit to two(2) institutions seeking affiliation (Pentecostal Theological Seminary (PTS) Aleto Eleme and Rivers College of Biblical Studies (RCBS), Asarama, Andoni)	Senate approval of PTS granted vide memo Ref: IAUE/SEN/34/114 of 7 th September, 2016. RCBS declined the Visitation at short notice.	Administrative and legal instruments are handled by the Registry and the Legal units respectively for formal affiliation of PTS to award B.A. Ed in Christian Religious Studies with effect from 2016/2017 session.
14	2016/2017	Proposed expansion of academic programmes to include B. Sc., BA and other Professional areas outside Education	At the design stage as proposed facility visits to Tai Solar in University of Education, Ogun State and University of Education Wenneba, Ghana	Proposed. Proposal yet to be officially made to the substantive VC.

			are yet to be effected	
15	2016/2017	Review of existing University Academic programmes.	Process to resume in 2017	Preliminary work/consultation in progress.
16	2016/2017	Introduction of e-testing in university based examinations, using available platforms in the University ICTC	To be experimented from Level 100 in GNS courses	High level discussion concluded with the Director of ICTC
17	2017	Introduction of e-learning platforms (learning management system, LMS)	Preliminary proposal submitted	Further directives awaited
18	2017	Sensitization workshop on data generation, management and utilization for key university staff	Consultation in progress with key stake holders.	Proposal at advanced stage
19.	2017	Sensitization workshop on contemporary research and publication platforms	Proposed in line with NUC renewed focus.	The focus is on existing and NUC proposed national and global ranking of universities.

4. University Data (abridged)

i. Staff data

No of teaching staff	---	479
No of non-teaching staff	---	612
Total		<u>1,091</u>

ii. Students data

2012/2013	--	5,292
2013/2014	--	5375
2014/2015	--	6,117
2015/2016 (Incomplete data)	--	5,222

5. Conclusion

The Academic Planning unit pledges its commitment in serving as the hub for driving the vision of making the university globally competitive.

Prof. V.A. Asuru

Challenges

The running of the unit is not devoid of challenges which are surmountable if marched with actions timely. Some of the challenges facing the unit includes but not limited to;

- ✓ Maintenance and or outright replacement of obsolete/ mal-functioning office equipment.
- ✓ Delay in attending to, and release of requisition when made.
- ✓ Poor and irregular release/payment of imprest. This handicaps the unit from attending to issue of urgent importance which may be detrimental to the university if not attend to.
- ✓ Delay in submission of requested data from the departments and units of the university;
- ✓ Insufficient vehicle for the unit. As a multi-campus university, the unit finds it difficult to cover St. John's Diobu Campus (SJDC) and Ndele Campuses in times of data generation and collection, collation and analysis.
- ✓ Insufficient office machines- laptops and printers;
- ✓ Ill-equipped office furniture in the offices of the unit.

Source of Fund

The Directorate is not a fund generating unit and thus, depends on the University for Funds to meet her financial obligations.

Suggestions to overcome the challenges

Considering some of the outlined challenges, the unit thereby suggests as follows:

- ❖ Maintenance/replacement of obsolete office equipment.
- ❖ Procurement of new system units (laptops)
- ❖ Installation of operational /functional networking system for easy transfer of data within and outside the unit.
- ❖ Furnishing of the unit as a hub in the university system including the installation of Air conditioners to make the office more conducive for work especially in hot weather.
- ❖ Procurement of a 18 Seater Hiace Bus for the unit for easy movement of staff to the other campuses and for the picking and dropping of academic programme verification and accreditation teams when the need arises;
- ❖ Early attention, approval and release of office consumables on requisition.

- ❖ Imprest to the unit be beefed up and released regularly (monthly); and
- ❖ Staff of the unit be paid extra duty allowances, hence they work beyond official hours, including weekends as circumstantial and incidental to their duties and the unit, especially in; pre, during and post academic programme verification and accreditation exercises.

The need to help the Directorate attain the desired height and take the university to the echelon of best universities in Nigeria is here by solicited for, as the unit will do everything possible, to explore avenues at her disposal and ensure that set goals are attained.