

Microbiology, Plant Science, Applied Biology and Applied Zoology Get New HODs

The Vice Chancellor, Professor Abubakar Adamu Rasheed has approved the appointments of four new Heads of Department of Microbiology, Plant Science, Applied Biology and Applied Zoology.

The Vice Chancellor's approval followed the receipt of their nomination and subsequent consultations.

In separated letters of appointment signed by the Vice Chancellor, Professor Dame (Mrs) T. I. Oyeyi is the new Head of Department of Applied Zoology while Dr. I. L. Abdullahi is to oversee the affairs of Applied Biology Department.

Dr. N. T. Dabo and Professor (Mrs.) F. B. Mukhtar are new Heads of Microbiology and Plant Science Departments respectively.

According to the letters, all their appointments took effect from June 4, 2012 for two years.

2012/2013 Promotion Exercise

1) In View of the 2012/2013 promotion exercise, the Heads of Department/Unit are hereby called to forward their submissions for the Annual promotion of senior staff. Head of Department/Unit should ensure the following:

- a) That there are vacancies to which staff are to be recommended for promotion in line with approved 2012/2013 budgetary provisions;
- b) That staff should have served for three years in the position by 30th September, 20102 and appointment duly confirmed;
- c) That staff were not promoted within the last three years;
- d) That cases of administrative staff in various faculties/departments should be routed through the Registry Departmental

Appointments, promotions and General Purposes Committee;

- e) That cases of Stores Officers in various faculties/departments should be routed through the Bursary Department;
 - f) That cases of Librarians and Library Officers in various faculties/departments should be routed through the University Library;
 - g) Staff on approved Study Fellowship could be promoted up to rank of Lecturer I or equivalent, provided that he/she would not be promoted twice in one study Fellowship period.
 - h) The submissions should strictly base on the extant promotion guidelines for the appropriate cadre.
- 2) HODs and Units should note that upgrading from the position of Graduate Assistant or equivalent to Assistant Lecturer or equivalent in the academic cadre requires the acquisition of a high degree and is processed administratively. So also from Assistant Lecturer to Lecturer II, where Ph.D is the requirement. The same applies to the upgrading of Registrars appointed to the rank of Lecturer II in the Clinical Departments of the Faculty of Medicine where the Postgraduate

Medical Fellowship is required for upgrading to Lecturer I.

- 3) Departments/Units are therefore advised to forward **seventeen copies (17)** of their submission to the Directorate of Personnel Affairs not later than **Friday 6th July, 2012.**
- 4) It should be noted that only two (2) Salary Structures exist in the system: CONUASS (01 – 07) for Academic Staff and CONTISS (01 – 15) for Senior Administrative, Professional and Technical Staff across the cadres.

Schedule of Fees For 2011/2012 Approved

The University management has approved the schedule of fees for the postgraduate, undergraduate and sub-degree students for the 2011/2012 academic session.

The School of Postgraduate Studies, Directorate of Academic Affairs and the Centre for Continuing Education have issued the schedules of payment which begins on June 11th 2012 as follows:

Post Graduate Students

Under Graduate Students

Sub – Degree Students

The University Senate had at its 303rd meeting held on Wednesday 9th May, 2012 approved 11th to 23rd June, 2012 as dates for the online registration for both fresh and returning students.

DIRECTORATE OF ACADEMIC AFFAIRS

2011/2012 SCHEDULE OF FEES FOR UNDERGRADUATES

A. TUITION FEES

Nigerians..... Free

Non-Nigerians Arts-based programmes ₦30,000; Basic Sciences & Agric. ₦40,000;
Medicine and Engineering ₦60,000

B. GENERAL CHARGES (PAYABLE BY ALL STUDENTS)

Examination Fees.....	₦2,100
Games Fees	₦1,000
MIS Charges	₦1,000
Student Handbook	₦ 500
Security Charges	₦ 500
Library Fees	₦1,000
Equipment Charges	₦2,000
Administrative Charges	₦ 500
Student Union Fees	₦ 200
Verification Fees	₦1,000*
ID Card Charges.....	₦ 500*
Orientation Charges	₦ 500*
ICT Facilities Charges	₦1,000
Medical Charges	₦1,500
Development Levy.....	₦1,000
Utilities Charges.....	₦1,000
Environment Hygiene Charges	₦1,000
Online Registration/Portal Charges.....	₦1,100
Departmental & Faculty Registration Fees.....	₦ 700
MSS Dues (Voluntary; uncheck if you do not want to pay).....	₦ 200

SUB-TOTAL

₦16,100/N18,100*

*: Only New students are to pay these fees

C. SPECIAL CHARGES (TO BE PAID ONLY BY THOSE IN THE CATEGORIES LISTED BELOW)

All Engineering Students: SIWES and SWEP Supervision Fee of ₦3,000

All Students in Faculty of Agriculture: SIWES Supervision of ₦2,000

All Geography Students: Fieldwork Supervision Fees of ₦2,000

All Students in Faculty of Education: SIWES/Teaching Prac. Supervision Fee of ₦2,000

All Science Students, **except Mathematics Students:** SIWES Supervision of ₦2,000

All Fac. of Medicine and Dentistry Students: CBME/Grad. /Ext. Exam. Fees of ₦5,000

D. Hostel and Hostel Maintenance Charges (To be paid by students allocated bedspaces in University Halls of Residence) ₦5,090

E. Fieldwork Supervision: All students from Faculty of Education taking Geography courses to pay ₦1,000 at Geography Department.

NOTE: The fees in A, B, and C (where applicable) will be reflected in the Student Payment Invoice and are to be paid during the online registration exercise; while D and E are to be paid separately.

CENTRE FOR CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT

2011/2012 SCHEDULE OF FEES FOR SUB-DEGREE STUDENTS

A. TUITION FEES

Ordinary Diploma (DSP, DAA, DLIM, DEM, DSE, DCM, DIC, DBF, DPA, DPHE, DAHIS, DIBF)	₦20,000
Advanced Diploma (ADLS, ADAA, ADPA, ADIM, ADIBF)	₦25,000
SUB-TOTAL	<u>₦20,000/₦25,000</u>

NOTE: The tuition fees for Non-Nigerians are twice the above amounts

B. GENERAL CHARGES

Examination Fees	₦2,100
Games Fees	₦1,000
MIS Charges	₦1,000
Student Handbook	₦ 500
Security Charges	₦ 500
Library Fees	₦1,000
Equipment Charges	₦2,000
Administrative Charges	₦ 500
Student Union Fees	₦ 200
Verification Fees	₦1,000*
ID Card Charges	₦ 500*
Orientation Charges	₦ 500*
Project Fees	₦2,000*
ICT Facilities Charges	₦1,000
Medical Charges	₦1,500
Development Levy	₦1,000
Utilities Charges	₦1,000
Environment Hygiene Charges	₦1,000
Online Registration/Portal Charges	₦1,100
Departmental & Faculty Registration Fees	₦ 700
MSS Dues (Voluntary; uncheck if you do not want to pay)	₦ 200
SUB-TOTAL	<u>₦16,100/₦20,100*</u>

₦16,100/₦20,100*

*: Only New students are to pay these fees

C. Hostel and Hostel Maintenance Charges (To be paid by students allocated bedspaces in University Halls of Residence) **N5,090**

NOTE: The fees in A. and B. will be reflected in the Student Payment Invoice and are to be paid during the online registration exercise; while C. is to be paid separately.

SCHOOL OF POSTGRADUATE STUDIES

2011/2012 SCHEDULE OF FEES FOR POSTGRADUATE STUDENTS

A. Tuition Fees

PhD in Arts, Law, Social Sciences & Arts Education.....	N80,000
PhD in Sciences, Engineering, Geography, PHE & Science Educ..... (1)	N100,000
MA/MSc/M.Ed/LLM in Arts, Law, Social Sciences & Arts Educ.	N40,000
MSc/M.Eng in Sciences, Engineering, Medicine, Geography, PHE, Sci Ed(1)	N50,000
Professional Masters of: MBCL, MDS, MEM, MCMP, MPPA (2)	N60,000
Professional Masters of: MTM, MBF, MBA Part-time (Special & Regular); PGD Management (2)	N80,000
Full-time Masters in Business Administration (MBA), Regular & Special(2)	N100,000
Postgraduate Diploma in: Civil Engr, Electrical Engr, Mechanical Engr, Computer Sci., Banking & Finance, Islamic Banking & Finance Accounting & Finance..... (1)	N60,000
Postgraduate Diploma in: Public Policy & Admin, Social Policy & Admin, Devt. Studies, Mass Comm, Hausa, Education, Guidance & Counseling, Infor. Management, Community Devt, Recreation & Tourism Management, Chemistry, Biology, Industrial Physics, Soil Evaluation, Land Admin., Environ. Management, Teaching of English as 2 nd Lang	N40,000

Note: The tuition fees for Non-Nigerians are twice the above amounts

B. General Charges

Examination Fees.....	N3,300
Games Fees	N1,000
MIS Charges	N1,000
Student Handbook	N500
Security Charges	N500
Library Fees	N1,000
Equipment Charges	N2,000
Administrative Charges	N500
Student Union Fees	N200
Verification Fees	N1,000*
ID Card Charges	N500*
Orientation Charges	N500*
ICT Facilities Charges	N1,000
Medical Charges	N2,000
Development Levy	N1,000
Utilities Charges	N1,000
Environment Hygiene Charges	N1,000
Endowment Charges	N2,000
Online Registration/Portal Charges	N1,100
Departmental & Faculty Registration Fees	N2,000
MSS Dues (Voluntary; uncheck if you do not want to pay)	<u>N200</u> ‘

Subtotal **N21,100/ N23,100***

*: Only New students are to pay these fees

- C. *Special Charges (To be paid only by those in the categories listed below)*
- | | |
|---|--------|
| Bench Fees – for ALL students in programmes marked (1) in B., above | N5,000 |
| Project Fees – for all New Students in programmes marked (2) in B., above..... | N2,000 |

Note: A, B&C to be paid as registration fees

MANAGEMENT INFORMATION SYSTEM UNIT

GUIDELINES ON ONLINE PAYMENT USING AN ATM CARD

If you plan to make your payment online (using an ATM Card), read and follow these guidelines

Note: Protect your ATM Card particulars to avoid fraud. You should not disclose your PIN and CVV numbers to a third party.

If you choose an online payment option, you can pay directly using an ATM card like Verve, MasterCard or Visa.

Please follow these steps:

- 1- Make sure the appropriate current SESSION is chosen to display the Payment Template/Items (if the fees schedule showing is not current, make sure you see the MIS Unit/Account unit before proceeding with payment)
- 2- Select below the amount to make payment for by clicking on the Radio button beside it
- 3- Click on the PAY FEES button to open a new window
- 4- Select COLLEGE PAY (Card) or ValuCard by clicking on the radio button beside it
- 5- Click the CONTINUE button to open the panel that enables you to choose type of ATM Card – Interswitch or ValuCard panel.

INTERSWITCH PANEL (For cards displaying any of these: Interswitch, Verve or MasterCard)

- ✓ Choose the card type (Interswitch, Verve, MasterCard)
- ✓ Enter the 16 digit number on your ATM debit card
- ✓ Select the Expiry date for the card
- ✓ Enter your PIN
- ✓ Type in the 3 digit card verification value (CVV2) number at the back of the ATM card (*this is only applicable to Verve and Master card users*)
- ✓ Click ‘Pay’

VALUCARD PANEL (For Visa Card only):

- ✓ Verify that the 'transaction details' (especially the amount) is correct
 - ✓ Enter the PAN by using the keypad on the right (the PAN is the full card number printed in front of your Visa card)
 - ✓ Enter the CVV2 (CVC2) number (the CVV2 is the 3 digit code at the back of the Visa card)
 - ✓ Enter Cardholder's name(this is the name of the owner of the card)
 - ✓ Select the Expiry Month and Year of the card
 - ✓ Click 'Ok'
 - ✓ If your card details are verified, you will be redirected to the next page
 - ✓ If you are prompted for your password/pin, enter you 4 digit card pin (only known to you) and click Ok/Pay.
- 6- Wait a while to receive a successful confirmation response from the server. In case of failed/unsuccessful payment response, please make sure the right Card/PIN information is supplied and try again.
- 7- After a successful payment, click on BACK TO FEES link on the top right hand corner of the page to redirect you to where you will click on the PRINT RECEIPT button to print out your school fees receipt.
- 8- Go back to *Step 5 of the Guidelines on Registration*

