



SPECIAL BULLETIN

To: The Provost, All Deans, Heads of Department, Directors

GENERAL CIRCULAR: Staff Audit Exercise

The above subject refers:

In line with the decision of the University Management to create a comprehensive database that will contain statistical information on the University personnel records, the University Staff Audit Committee at its meeting held on Thursday, 21st July, 2016 has decided to embark on the following:

- 29th July – 7th August, 2016: Filling and printing of audit forms on the website of the University homepage at www.buk.edu.ng by all staff of the University.
- 8th – 23rd August, 2016: Physical staff verification. Staff are expected to come along with their filled forms, passport photographs and staff identity cards or any other mode of identification.
- This exercise will take place at all faculties and departments.
- All staff must participate in the exercise; failure to do so may result in staff being omitted in the coming month's payroll.
- Heads of Department and Units of staff currently on approved leave should communicate this information to their staff as soon as possible. Their physical audit will be conducted whenever they are in BUK.

Please find attached proposed schedule for the exercise which will be held on the respective days from 10.00am to 2:00pm.

(Signed)
Prof. S. B. Aliyu
Chairman

SCHEDULE OF PHYSICAL AUDIT EXERCISE

S/N	VENUE		DATE
1.	Faculty of Science	}	Monday, 8 th August, 2016
	University Health Services Dept.	}	Venue: Fac. Of Science Dean's Office
2.	Faculty of Education	-	Tuesday, 9 th August, 2016
			Venue: Dean's Office
3.	Fac. Of Arts & Islamic Studies (FAIS)	-	Wednesday, 10 th August, 2016
			Venue: Dean's Office
4.	Faculty of Basic Medical Science	}	
	Faculty of Law	}	Thursday, 11 th August, 2016

	Faculty of Pharmaceutical Sciences	}	Venue: Fac. Of Law F204
	Centre for Biotechnology Research	}	
5.	Amunu Kano Centre for Democratic Research & Training (AKCDRT)	}	Friday, 12 th August, 2016
	School for Continuing Education (SCE)	}	Venue: Mambayya House
6.	Faculty of Allied Health Sciences	}	
	Faculty of Clinical Sciences	}	
	Faculty of Dentistry	}	Monday, 15 th August, 2016
	Centre for Advance Medical Research & Training	}	Venue: Provost's Office
	Centre for Infectious Diseases Research	}	
	College of Health Sciences	}	
7.	Faculty of Engineering	}	
	Faculty of Computer Science & Infor. Tech.	}	Tuesday, 16 th August, 2016
	Faculty of Communication	}	Venue: Faculty of Engineering, Dean's Off.
	Directorate of Examinations, Admissions & Records (DEAR)	}	
8.	Faculty of Social & Management Science	}	
	Centre for Qur'anic Studies	}	
	Centre for Research in Nigeria Languages & Folklore	}	Wednesday, 17 th August, 2016
	Intl. Inst. of Islamic Banking & Finance	}	Venue: SMS Dean's Office
	School of General & Entrepreneurship Studies	}	
	Centre for Gender Studies	}	
9.	Directorate of Establishment Matters	}	
	Directorate of Public Affairs	}	
	School of Postgraduate Studies	}	
	Centre for Renewable Energy	}	Thursday, 18 th August, 2016
	Directorate of Research, Innovation & Partnership	}	Venue: Staff Training
	Centre for Information Technology	}	
	Directorate of Academic Planning	}	
	Office of the Vice-Chancellor	}	
10.	Faculty of Agriculture	}	
	Faculty of Earth & Environmental Studies	}	Friday, 19 th August, 2016
	Centre for Dryland Agriculture	}	Venue: Fac. of Agriculture Deans Office
	Bayero Business School	}	
	Office of the Bursar	}	
11.	Student Affairs	}	
	Sports Directorate	}	
	University Press	}	Monday, 22 nd August, 2016
	Consultancy Services	}	Venue: Staff Training Room
	Physical Planning Unit	}	
	Maintenance Services Department	}	
12.	Security	}	
	Registrar's Office	}	
	University Library	}	
	Directorate of Lab. Management	}	Tuesday, 23 rd August, 2016
	Internal Audit	}	Venue: Staff Training Room
	Micro Finance Bank	}	
	MOP-UP	}	

NOTE:

Every non-teaching staff attached to a Faculty or Centre will be certified by the Dean or Directorate of the respective Faculty or Centre.