



DIRECTORATE OF ACADEMIC PLANNING AND MONITORING

Schedule of Duties of the Administrative Secretary

1. Mrs M.E. Odutokun, Deputy Registrar – (Administrative Staff)

- Serving as the Administrative Secretary to the Director.
- Assist the Director in the overall duties and responsibilities of the Directorate.
- Handles and processes follow-up actions approved by the University Board of Research.
- Handles and processes programmes considered at Academic Planning Committee to the Senate for approval.
- Processes all approved new Departments/programmes to the National Universities Commission for approval.
- Handles and processes all matters relating to accreditation of programmes/Institution.
- Develop and assign schedules of duty to other staff of the Directorate.
- Handles and processes affiliation of programmes and institutions to Ahmadu Bello University.
- Supervision and Administration of staff matters (as they relate to leave, discipline, promotion and development).
- Assist the Director (Desk-Officer) with TETFund scholarship and other related matters.
- Assist the Director (Desk-Officer) with Needs Assessment Scholarship /Capacity Building.
- Maintenance of equipment and vehicles in the Directorate.
- Compilation of quarterly/annual reports of the Directorate in conjunction with the Director.
- Compilation of Committees' reports as at when due.
- Serving as Secretary to the following Committees:
 - University Board of Research (UBR)

- Academic Planning Committee (APC)
- University Accreditation Committee
- University Strategic Planning Committee
- Sub-Committee on Dissertation Completion of MacArthur Grant
- Member/Secretary DAPM, Management
- Secretary to Adhock Committees (e.g. Academic Monitoring Committee, Institutional Accreditation Committee, etc.
- Any Other Duties/Assignments that may be assigned from time to time.