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C.I.T Unveils Best Staff of the Year Award

The Centre for Information Technology (C.I.T.) has blazed the trail in BUK by introducing the Best Staff of the year award to a senior and a junior staff, who have made bold marks and epitomized diligence and commitment in their primary assignment for the overall development of the University throughout the year.



Pro-Chancellor and Chairman of the Univ. Governing Council, Amb. A. M. Jumba (2nd L) presenting motorcycle keys and a plaque to Mal. Hashimu, (2nd R), while the V.C, Prof. Rasheed (1st R) and CIT Director, Dr. Baffa (1st left) look on.

The maiden edition of the award took place on Wednesday 30th January, 2013 at the C.I.T. Theatre, and Engineer Umar Shehu Daneji was presented as the best performing senior staff, while Malam Muhammad Hashimu emerged as the best junior staff in the centre for 2012.

The Pro-Chancellor, Amb. Muhammad A. Jumba, presented a new motorcycle to Malam Hashimu, while the Vice Chancellor, Professor Abubakar Rasheed, MFR presented a brand new LCD 42-inch TV to Engineer Daneji. Both gifts were accompanied by plaques.



The VC, Prof. Abubakar A. Rasheed (2nd left) presenting the LCD TV and a plaque to Engr. Daneji (2nd right), assisted by the Registrar, Sani I. Amin (1st left) and CIT Director, Dr. A. B. Baffa (1st right).

The Director of C.I.T, Dr. A. B. Baffa, said as part of the reengineering processes going on, the centre introduced the award to be given annually in order to motivate all categories of staff to give their best in their respective primary assignments.

To come up with the winners, the Director explained that three deputy directors in the centre were each

directed to select the best performing staff in their unit and justify the selection based on convincing facts and cogent reasons. He said the panel later picked out the two awardees based on the empirical evidence before them.

“As I am talking to you now, no staff here knows who is going to emerge as the Man of the Year in the senior and junior staff categories”, the Director pointed out, just before the winners were unveiled.



Mal. Hashimu displaying his motorcycle

Speaking, the highly elated Vice Chancellor, Professor Rasheed, said it was a historic moment in BUK as the C.I.T. becomes the role model for all departments and units to emulate.

The Vice Chancellor said he was impressed with the objectivity in selecting the winners and averred that the centre did the University proud by conducting PUTME screening through which thousands of applicants got their result within 24 hours recently.

Prof. Rasheed, while congratulating the centre for its current transformation, noted that construction building of the Faculty of Computer Science and Information Technology would take off this February.

Also present at the occasion were DVC Admin, Prof. S. I. Radda, Prof. G. D. Azare and Director, General Admin, M. D. Nasiru.

CDD Jan. 2013: New Policies On Conference Papers, Overstayed Fellowship Staff

The Committee of Deans and Directors (CDD) held its 123rd regular meeting (and first monthly meeting for the year 2013) on Thursday, 10th January, 2013. According to a statement by the Chairman, Prof. M. Y. Bello, the Vice-Chancellor has approved the recommendations arising from the meeting which include clear guidelines on overseas conference paper presentations and staff who overstay their study fellowship periods, as follows:

(i) Conference Attendance:

Local and foreign conference attendance has been approved for the following seven (7) staff members at the total cost of Three Million, Eight Hundred and Thirty-Three Thousand, Two Hundred and Ninety-Four Naira (₦3,833,294).

S/N	NAME	DEPARTMENT	VENUE
1	Dr. Bello A. Bello	Education	Zaria
2	Dr. Muhammad R. Sa'ad	Islamic Law	Malaysia
3	Prof. Shehu U. A. Rano	Economics	Malaysia
4	Prof. Lawan D. Yalwa	CSNL	USA
5	Dr. Isa Yusuf Chamo	CSNL	USA
6	Ibrahim Abdullahi	Mech. Engr.	India
7	Dr. Dalha Wada Taura	Microbiology	UAE

(ii) Study Fellowships

(a) Study Fellowships have been approved for the following ten (10) staff members.

S/N	Name	Department	Course	Venue	Duration
1	Balarabe B. Isma'ila	Food Science	MSc	UK	2 Years
2	Isiyaku Mohammad Sani	Fisheries	MSc	FUA Makurdi	2 Years
3	Amir Abdullahi Bature	Elect. Engr.	PhD	Malaysia	3 Years
4	Musa Mohammad Bello	Mechatronics	MSc	Malaysia	2 Years
5	Shehu Ibrahim Dauda	Mechatronics	MSc	Malaysia	2 Years
6	Nura Garba	Med Lab Sci.	MSc	UniLag	2 Years
7	Adamu Aminu Idris	Chemistry	MSc	MAUTECH	2 Years
8	Bello Shehu Bello*	Software Engr.	MSc	UK	1½ Years
9	Abdulrazaq H. Abba*	Software Engr.	MSc	UK	1 Year
10	Mohammad Rabiu Kabiru*	Microbiology	MSc	UK	1 Year

*: Change of Study Fellowship Venue

(b) The Study Fellowships of the following staff members have been extended for the periods indicated against their names.

S/N	Name	Department	Course	Venue	Remarks
1	Ali Idris	S&TE	PhD	Malaysia	Another 6-month extension to 30/09/13
2	Nura Sani Usman	S&TE	MSc	BUK	One-year extension for the 2012/2013 session

(iii) Sabbatical Leave

One-year sabbatical leave has been approved for the following staff members:

S/N	Name	Department	Place	Effective Date
1	Prof. Mohammad Auwal Abubakar	Arabic	UMYU, Katsina	1 st March, 2013
2	Prof. Ghaji Badawi	Lib. & Infor. Sci.	ABU, Zaria	1 st March, 2013
3	Prof. Adamu Umar Alhaji	Mech. Engr.	KUST, Wudil	1 st March, 2013
4	Dr. Habu Nuhu Aliyu	Chemistry	FU, Dustin-ma	1 st March, 2013



5	Dr. Muhammad D. Saeed	Chemistry	UMYU, Katsina	1 st March, 2013
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(iv) Some Policy Issues

a) No Sponsorship for Poster Presentations

The Committee noted that some staff members are being invited to present papers as 'poster presentations', especially at foreign conferences. Based on the fact that such presentations are very insignificant and the quantum of funds involved in sponsoring the concerned staff member, it was decided that staff members invited to make only 'poster presentations' would no longer be funded.

b) Need for Seminar Presentations First

It was noted that the previous practice of presenting draft articles and conference papers at departmental and/or faculty seminars first has virtually gone. This explains the preponderance of applications for local and foreign conferences, while very few departmental and faculty seminars take place. Indeed, departmental seminars have now been reduced to presentations by postgraduate students.

Presenting draft articles and conference papers at faculty and departmental seminars has many advantages. The main one is that the seminars provide opportunities for improving the quality of the paper. Secondly, the presentations would assist in reviving the dying tradition of faculty and departmental seminars that used to be very vibrant in the University.

Based on the foregoing, the Committee decided that presenting a paper at departmental and/or faculty seminar would, from July 2013, be a precondition for funding the presentation of the paper at national or international conferences. The application form would be modified to take care of this. Staff members should take note of this development.

c) Overstayed Study Fellows

The Committee went over the list of staff members on study fellowship and observed that some have either completed their studies but failed to submit their certificates to the Personnel Affairs Directorate, or have overstayed their period of study fellowship without applying for extension. The following measures have been approved:

- ✓ **Local Study Fellows:** Those studying in Bayero University and other Nigerian universities who have overstayed the study fellowship and have not applied for extension will be written to draw their attention to the fact that the periods of their study fellowship were over, and request them to submit copies of their higher degree results within a month. It is expected that those who have completed their studies would submit their statements of results, while those yet to complete their studies would apply for extension.

- ✓ **Foreign Fellows Who Overstayed by a Few Months:** The study fellowships of the following staff members expired at the **end of September, 2012**. They have neither returned, nor applied for extension. They will be asked to return within one month. Their salaries should be stopped at the end of the one-month period if they fail to return or apply for extension (with the necessary supporting documents).

S/N	Name	Department	Course	Venue	Remarks
1	Shamsudden Rufa'i	Agronomy	PhD	Malaysia	
2	Abdussamad Isma'ila	Civil Engr.	PhD	UK	
3	Hassan H. Suleiman	Economics	PhD	UK	
4	Auwalu Abdullahi	Physiotherapy	MSc	UK	One-year fellowship ended on 30/04/2012

- ✓ **Foreign Fellows Who Overstayed by Many Months:** The salaries of study fellows who studied abroad and overstayed by many months – or absconded – have been stopped some time ago. Some have returned to the University and continued with their duties. It has been decided that those who have not returned would be written to request them to pay back what the University spent on them in accordance with the Bond they signed. Their current employers would also be written to request them to pay the University what it spent in training the staff members they had employed.

NUC Accredits New Programs in B.U.K.

The National Universities Commission (NUC) has conducted a Resource Verification Exercise on some new programmes introduced by Bayero University, Kano.

The NUC Resource Assessment Panels, led by Dr. G. B. Kumo, in their general remarks, said BUK has demonstrated commitment and enthusiasm in running the programmes by erecting modern structures, providing up-to-date facilities and committing funds for staff development.

In his remarks at the Senate Chamber on Friday 25th January 2013, after the 5

panels assigned to assess different programmes presented their findings, Dr. Kumo expressed appreciation for BUK's hospitality and further commended it for providing all that was needed to facilitate their assignment. The team leader explained that the team would forward its assessment and recommendation, especially as it affected the contents and curriculum to the NUC for further directives on the programmes.

Professor Y. A. Aliyu, who led the panel on the assessment of the Mechatronics programme, said given the University's ₦1b equipment installed at the Faculty of Engineering, the construction of new laboratories and the sponsorship of four staff abroad for fellowships, the University has practically taken a gigantic step not only to mount such new

programmes, but to assume a leadership role in all engineering related programmes in Nigeria.

On his part, the Vice Chancellor, Professor Abubakar Rasheed, Mni, MFR, who was represented by the Deputy Vice Chancellor, Academics, Professor Muhammad Yahuza Bello, said BUK always welcomes the Resource Verification Team from NUC, as its assessment led to the improvement of programmes.

The Vice Chancellor commended the NUC for sending technical teams that comprised of experts and professionals in various fields.

The programmes accredited were: Anatomy; Physiology; Entrepreneurship; Banking and Finance; International Relations; Public Administration and Criminology.

Others were: Mechatronics, Computer Studies, Information Technology, Software Engineering and the creation of the Faculty of Computer Science and Information Technology.

The NUC is expected to formally send its final report to the Vice Chancellor this week, which will also include the approval for the change of name of some departments and the splitting of others.

Maintenance Services Department

Maintenance/Repairs Request Form System and Procedures

The Maintenance Services Department (MSD) has introduced a Maintenance/Repairs Request Form System, in order to facilitate maintenance operation best practices that aim to reduce maintenance cost and down time of the University existing facilities. Out of the many functions for which the MSD is responsible, the most important one is the continues maintenance of the University physical facilities and conducive environment for the learning process.

Due to a great increase in demands for a variety of services from various Departments/Units of the University, and very limited number of craftsmen personnel available to perform such services, it is requested that Departments/Units should use the system and procedures for submitting requests for services. The cooperation of the entire University community is needed for the MSD to provide services as efficiently and effectively as possible.

The basis purposes of the maintenance/repairs request form system are as follows:

1. To provide an orderly means of communication between MSD and the University community to report and track needed maintenance work.
2. To furnish a document for recording that the maintenance was performed satisfactorily or unsatisfactorily.
3. To provide a document for feedback such as materials used, further works required, etc.
4. To provide a tool that facilitate planning, scheduling, and monitoring

staff productivity as well as screening and authorization channels.

5. To assign work to various craftsmen, track progress, and keep up with labor, materials schedules and intelligent records mechanism.



Essentials:

- Fill out a **Maintenance/Repair Request Form** for repairs/maintenance problems you observe that need the attention of MSD and submit through the Maintenance Desk Officer (MDO) at nearest MSD office with the following information on the request:

Date/Time: Actual request date and time.

Name: Name of Requester.

Address: Facility where work is needed

GSM Tell. No: Phone number of requester.

Contact Person: Person to meet where work is needed.

Problem/Work Required: Description of request or needed works.

- Be as specific as possible as to the location and nature of the problem, e.g. Plumbing, Electrical, Carpentry, Painting and Events Power Supply needed, etc.
- Give any special conditions such as desired or preferred time to perform the work as well as times when work can't be done.
- The **Maintenance Request Form** would be assigned a numerical number and entered into our Records Books and/or Computer system.
- The **Maintenance Request Form** would be made available at all MSD

offices, faculty offices as well as Bayero University official website www.buk.edu.ng download section (in pdf and/or .docx format).

The Maintenance request forms would be assigned a job request number priority as to completion time:

- ✓ **Routine:** within 5 days or less.
- ✓ **Low Priority:** within 10 days or less.
- ✓ **Set Date:** Specific Dates requested for events.
- 1. **Normal/Programme:** 1-3 days response.
- 2. **Emergency/Urgent:** 24 Hrs response

When coming to check on the status of a particular request, make reference to the facility or person who submitted the request as well as the nature of the request. If you are not satisfied with the results or if the problem persists, you should come to MSD office for clarifications.

- Some emergency maintenance needs should be addressed by telephone to MSD, the Ag. Director's No. 08039641210.
- Emergency maintenance needs occurring after working hours or on weekends should be addressed to the Ag. Director MSD at 08039641210.

Pay Particular Attention to the following:

1. If a particular work is renovation, not maintenance, it would be processed through the appropriate channels for funding and prioritization.
2. Be as specific as possible in describing a problem on the

maintenance request form; major renovation and modification works are not the same as maintenance.

3. Maintenance is the upkeep of facilities in their present state and for their present intended use.

Common Mistakes to avoid:

1. Requesting full renovation work on maintenance request form should be avoided.
2. Requesting maintenance on equipment not belonging to the University would not be entertained.
3. Assuming someone else will report an obvious problem, we should act for the common good.

Best Advise:

- ✓ Any problem you experience with the maintenance work carried out should be addressed to the Maintenance Desk Officers at the MSD office.
- ✓ MSD is not normally responsible for the cost of purchasing, replacing, and maintenance of specialized departmental equipment.
- ✓ Equipment permanently installed or movable, which is specifically required because of the nature of the department activities, is considered departmental equipment.
- ✓ Some typical examples of departmental equipment or items not normally the responsibility of MSD includes:
 - Laboratory equipment
 - Experimental and research equipment
 - Book binding library equipment.
 - Personal portable equipment.

The above is intended to set the general guidelines to be used in evaluating the



character and composition of maintenance requests in the University, for Effective and Efficient Maintenance Services as well as Intelligent Records Keeping Systems.

Lecture: Regulations & Non-Interest Financial Institutions

Title: *'The Role of Regulators in the Development of Non-Interest Financial Institutions (NIFIs): The Nigeria Case'.*

Presenter: Dr. Bashir Aliyu, the Adviser to the Governor of Central Bank on Nigeria on Non-Interest Banking.

Chairman: Prof. Abubakar Mustapha, Former Vice Chancellor, University of Maiduguri.

Chief Host: Prof. Abubakar Adamu Rasheed Mni, MFR, Vice Chancellor Bayero University, Kano.

Date: 7th February, 2013

Time: 10:00 am

Venue: Musa Abdullahi Auditorium, New Site B.U.K.

Lost & Found

- 1- A lady's brown glass.
- 2- A UBA ATM Card.
- 3- A National Identity card, Kano State Senior Secondary Schools Management Board and Oceanic Bank's ATM card.
- 4- Identity card belonging to Ali Musa SMS/08/ADPA/01210.

The owners should come to the
Publications and Documentation

Division to collect.