**INNOVATION CENTRE (ICT)**

**TECHNICAL AUDITORIUM SESSIONS**

**HELD AT NIGER HALL, CONTINUING EDUCATION CENTRE (CEC)**

**ON WEDNESDAY 23RD MARCH, 2016**

**ADMINISTRATIVE OVERVIEW**

**The ICT Administration works in line with the University’s administrative plans for the year to ensure its adequate implementation with regard to ICT/Innovation matters. This is being achieved through the activities of the various sections and other special projects that is currently executed under ICT. These sections are Network, Hardware, Project Management, Website Management, Portal Management, Webometric, Training (Mandatory Information Technology Traning (MITT), Moodle, Conversion), Customer Services, Finance, UNEC and Ituku Ozalla. The special projects include the iTranscript and iVerifications and the Distance Learning Projects. Details of the activities of the sections will be presented by each Section Lead.**

**STAFF MATTERS**

**TRANSFERS**

**One staff of the Unit was transferred to Bursary department.**

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| **S/N** | **Name of Staff** | **Designation** |
| **1.** | **Peter Adonu** | **Chief Data Entry Opt/AEO** |

**One Staff was also transferred from Personnel Services into our Unit.**

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| **S/N** | **Name of Staff** | **Designation** |
| **1.** | **Mr. Chibuzor Chinyere** | **Chief Systems Analyst** |

**NEW STAFF APPOINTMENTS**

**Four Staff were appointed into the Unit. They are:-**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Name of Staff** | **Designation** |
| **1.** | **Anene, Ifeanyi** | **Systems Analyst II** |
| **2.** | **Edewor, Chinedu Augustine** | **Systems Analyst II** |
| **3.** | **Ukwueze, Vitalis**  | **Network Engineer II** |
| **4.** | **Osuji, Anayo Paschal** | **Systems Analyst II** |

**ADHOC STAFF**

**The Unit currently has 36 Adhoc Staff working in various sections.**

**CORPERS**

**Three (3) Youth Service Corp Members are currently serving in the Unit.**

**STAFF PROMOTIONS**

**Fifteen (15) Staff of the Unit were promoted during the 2014/2015 promotion exercise in the University. Ten (10) Staff had their appointments Regularized and Two (2) Staff had their appointments Confirmed. The Unit is happy for this and will continue to make every effort to ensure that our staff entitlements are not compromised.**

**ANNUAL LEAVE**

**Approval has been granted for Two (2) Staff of the Unit to go for their 2016 Annual Leave. Other leave applications are been processed.**

**LEAVE OF ABSENCE**

**The application for Leave of Absence from one of our staff at Enugu Campus to the Vice-Chancellor was granted.**

**PART-TIME STUDIES FOR STAFF**

**Approval has been granted for Three (3) to embark on part-time studies. Other applications are being looked into.**

**STAFF WELFARE SCHEME**

**The ICT Staff Welfare Scheme has been constituted and the Executive are working especially in the Social Activities of the Unit like the Christmas and Easter Parties.**

**NOMINAL ROLL FOR STAFF**

**The Unit has responded adequately to the demands from both the Bursary Department, Personnel Services and other bodies for the our Staff Nominal Roll.**

**REQUISITION OF WORKING MATTERIALS FOR VARIOUS SECTIONS OF THE UNIT**

**Approval has been given to our request for some working materials for distribution to various sections of the unit. Distribution to the various Sections of the Unit will commence as soon as we take delivery of the working materials.**

**IMPREST FOR THE UNIT**

**Action is being taken to recoup the Departmental Imprest. We advice Section Leads who have not retired their imprest to do so**

**STUDENT INDUSTRIAL ATTACHMENT**

**The Director had approved the applications of 8 (eight) students for industrial attachment in the Unit. Some of the students have started while others are yet to start.**