

UNIVERSITY OF IBADAN
POSTGRADUATE SCHOOL

OFFICE OF THE SUB-DEAN

To: All Members of the Board, Postgraduate School

From: Sub-Dean (PG School), 1999-2001

Dear Sir/Ma,

MY STEWARDSHIP

About two years ago, I was elected as the Sub-Dean (Postgraduate School), for the period 1999-2001. I seize this opportunity to express my profound gratitude to members of the Board, for giving me the opportunity. Now that my term is coming to an end, may I crave your indulgence in highlighting some of our modest contributions to the School during my tenure.

In keeping with one of the major duties of the Sub-Dean i.e. "He shall assist the Dean in the day-to-day running of the School", the Dean (Prof B. O. Fagbemi) and my humble self have worked as a team throughout my tenure. In these pursuits, we have tried to be innovative and creative.

1. We established the *Postgraduate School Conference Grants for Postgraduate Teachers* during my first year in office as Sub-Dean. The primary aim of this scheme was to provide some subsidy to enable PG Teachers attend and present their research findings at learned scientific conferences within Nigeria. We also ensured that awardees received their monies promptly. These awards have continued to be made and the monetary value was reviewed upwards during the 2000/2001 Session.

2. We observed that, hitherto, there were always delays in the *processing of claims in respect of Postgraduate Supervision Allowance in the Postgraduate School*. I was mandated by the Dean (PG Schl) to investigate the cause of this seeming bottleneck. I carried out this assignment promptly and my recommendations were accepted and implemented by the Dean. The result was noticeable almost immediately. For example, there were at least 13 batches for the transmission of these claims from the PG School to the Bursary during the 1997/98 Session. We introduced the new and streamlined procedure mid-way into the 1998/99 Session and we were able to complete all the claims for that session in 5 batches. There was a further improvement on this feat for the 2000/2001 Session.

We were able to enhance the efficiency of the administrative staff involved with the routine work while less complaints were received from our colleagues arising largely from non-, under- and piecemeal- payment of their entitlements under the old procedure.

3. We streamlined the procedure for sale of application forms for admission into the Postgraduate School. This entailed my examining the procedure used previously (by consulting with both the Admissions Officer and the SEO (Accounts), the problems associated with the procedure and the way forward. Recommendations were made to the Dean, PG School which he graciously accepted. The new procedure thus proposed was put into use for the 2001/2002 admission exercise and the bottlenecks hitherto observed were eliminated. Complaints received from Departments have been reduced considerably.

The new procedure now makes it possible to monitor how many forms had been sold on a daily basis for each programme of study in a given Department/Institute, rather than having to wait till the closing date before obtaining such information.

4. I served as Member/Secretary, Ad-Hoc Sub-Committee (of the Executive Committee of the Postgraduate School) to investigate the 'Problem of Lecturers having too many Students to Supervise', October to December 1999. This was under the Chairmanship of the Dean of Science, Prof O. Osonubi. We assessed the situation and our recommendations were accepted by the Board (of the PG School). These are to be incorporated into the Revised Regulations Governing the Award of Higher Degrees in this University.

5. We ensured regular announcement of fellowships, scholarships, prizes, sabbatical positions, etc from personal contacts with granting bodies and information obtained on the Internet.

6. We were pro-active in promptly announcing and processing applications of the Bashorun MKO Abiola Travel and Research Fellowships.

7. We published Volume 3 (nos 1 and 2) of the Synopses of Abstracts of PhD theses submitted to the PG School. We have almost completed work on typesetting of Volume 4 (nos 1 and 2) and this includes abstracts of MPhil and MPH dissertations in addition to the PhD theses.

8. In order to improve efficiency and boost morale, we encouraged training and continuous education for all cadres of the administrative staff of the PG School. Many of them were trained in the use and management of relevant databases and they benefitted considerably from such exposures in Information Communications Technology.

9. As Chairman of the Curriculum Committee, we considered and approved proposals for the following postgraduate courses:

- LLM and PhD in the Faculty of Law,
- Masters in Humanitarian and Refuge Studies (under the auspices of the Centre for Peace and Conflict Studies and assisted with a take-off grant by The Association of African Universities),
- Masters in Psychology of Law, Criminology, and Security –MPLCS- (Dept of Psychology),
- Master of Integrated Tropical Farm Management (Dept of Agronomy),
- Masters in Agroforestry (Department of Forest Resources Management),
- Masters in Creativity and Innovation (Department of Guidance and Counselling),
- Masters in Veterinary Pharmacy (Dept of Veterinary Physiology and Pharmacology),
- MSc in Housing (Centre for Urban and Regional Planning, CURP),
- MSc in Urban and Regional Planning – both academic and professional programme - (CURP),
- MPhil and PhD in Urban and Regional Planning (CURP),
- Professional Masters in Information Technology (ARCIS),
- Postgraduate Diploma in Information Science (ARCIS)
- Professional Diploma in Teaching in Higher Education (Dept. of Teacher Education), and

- Professional Postgraduate Diploma in Child Health (Institute of Child Health, College of Medicine),

These programmes are expected to commence after approval by Senate.

Moreover, we undertook a major re-structuring of:

- the Industrial and Labour Relations Programme in the Department of Sociology, a major feature of which involved designating the MILR course as both academic and professional, and
- the MEd in Guidance Counselling, for various fields of specialisation, along the modern trends in Counselling Psychology and the nature of the labour market.

10. Information Communications Technology (ICT) Programme

We produced a Data Manager computer package for the storage and retrieval of students' records. The software has several search possibilities which make it possible for information on any registered student to be obtained effortlessly. This initiative is being extended to other organs of the School including the Examinations Section, Admissions Section, Accounts Section, and the Audit.

11. Construction of Administrative and Students' Utility Building

Between February and May 2001, the PG School undertook the construction of a 1-storey Utility Building speedily, to the admiration of the entire University Community.

12. In November 1999, we organised the African University Day on the Theme: „Universities and the Development Process“. Similarly, the 13th PG School Interdisciplinary Discourse was held successfully earlier this week.

As I pass on the torch to the Sub-Dean-elect, Dr Labode Popoola, I can only hope that you will extend the same hand of fellowship and cooperation to him and that you all will give him your unalloyed support.

With renewed thanks for the opportunity to serve.

(SIGNED)

26 July 2001

Prof. Idowu Olayinka
Sub-Dean (PG School),
1999-2001.