

# **STRATEGIC PLAN**

**2014-2018**

**DEPARTMENT OF BIOCHEMISTRY**

**AHMADU BELLO UNIVERSITY**

**ZARIA**

## Table of Contents

HEAD OF UNIT/FACULTY REMARKS .....	4
EXECUTIVE SUMMARY .....	4
BACKGROUND INFORMATION .....	4
SWOT ANALYSIS; .....	6
BENCHMARKING.....	8
Vision.....	8
Mission.....	8
Values .....	8
MANDATE I: TEACHING AND LEARNING.....	8
<b>Goal 1</b> .....	8
Goal 2:.....	9
Goal 3.....	11
Goal 4:.....	12
Goal 5.....	13
Goal 6.....	14
Goal 7.....	15
MANDATE II: RESEARCH AND INNOVATION .....	16
Goal 1 .....	16
Goal 2.....	17
Goal 3.....	18
MANDATE III: COMMUNITY DEVELOPMENT.....	19
Goal 1 .....	19
<b>ORGANIZATIONAL STRUCTURE</b> .....	21
Organogram .....	22

LOG FRAME.....	23
Appendix I: Academic Staff Turnover:.....	46
Appendix II: Academic Staff.....	47
Appendix III: Technical Staff .....	51
Appendix IV: Administrative Non-teaching Staff.....	54

#### **HEAD OF UNIT/FACULTY REMARKS**

The strategic plan for the department of biochemistry is a document diligently prepared by a committee of staff and vetted by the department as a whole. It was prepared with much enthusiasm. The department has been making a lot of progress in learning, research and community development. Breakthroughs have been made by various staff which have brought national and international recognition to the department and the nation; international awards by World Bank, African center for excellence have been contested and won. The strategic plan is indeed a reliable working document the department intends to uphold to maximum implementation

#### **EXECUTIVE SUMMARY**

The strategic plan of the department of biochemistry is a document mapping the path to success. It is a recipe to achieve the vision and mission of the department in line with the vision and mission of Ahmadu Bello University Zaria. It is a step by step guide to reach the goals of the department and has thus been designed to contain goals, objectives, measures and time lines for achieving success. It indicates parties accountable for accomplishing task and it has been expressed for a five year time line.

We hope that it will give direction to the department and University and also help to align strategic objectives with financial and human resources to provide a mechanism to continually review and ensure excellence in education, research and engagement.

#### **BACKGROUND INFORMATION**

The Department was established as a separate entity in 1975, although Biochemistry has been taught by staff of the Department of Chemistry and Biochemistry for over ten years, as part of the programmes of the Faculties of Science, Medicine, Pharmaceutical Sciences and Veterinary Medicine. In 1975 the first group of students to specialize in Biochemistry as a degree subject graduated as B.Sc. Hons.

The Department moved into its own building in 1977; this is on three floors, (a total of 30,000 square feet) and contains one very large teaching laboratory, two lecture rooms, library, seminar room, a cold room, a workshop, specialized instrument room, two research laboratories and offices. The Department was associated with Chemistry and Chemical Engineering in sharing glass-blowing workshops, stores and other facilities. The building was equipped with the aid of a grant from the university, and the purchase of new equipment was spread out over years – 1975-2013.

Chemistry courses are taught by the Department as part of the programmes for MBBS, DVM, B.Sc. Anatomy, B.Sc. Physiology, B.Sc. Nursing, B.Sc Pharmacy and in the Postgraduate Medical Scheme.

Members of staff also take part, on a voluntary basis, in the training of Technicians in the Faculties of Science and Medicine; and are collaborating in teaching courses for the M.Sc in Analytical Chemistry offered by the Chemistry Department. Recently, staff run a weekend programme leading to a Post Graduate Diploma in Nutrition.

In 1976/77 there were ten members of academic staff and the Department had access to a full range of laboratory, workshop and secretarial staff. In 1976, there were only six research students, twelve final year undergraduate students in Biochemistry, and 413 students were attending courses given by the Department, from other Faculties. The teaching load then for each staff however did not exceed a maximum of twelve hours a week, as some tutorial and laboratory assistance was available.

In 2005 the staff strength rose to eighteen and each level of undergraduate B.Sc. Biochemistry programme held at least a hundred students. Similarly the services to Faculties of Medicine, Veterinary Medicine and Pharmaceutical Sciences increased.

In 2013 the staff strength has risen to thirty two but the student population from the four faculties serviced by the department has risen to almost 2000. The teaching load for each staff is now 15 hours a week including laboratory classes and research projects.

In 2013 the Department can boast of four Professors and five Readers out of an academic staff strength of thirty (32). Areas of specialization spread from Biotechnology, Nutrition, Toxicology to Enzymology. The present Head of Department is one of the pioneer staff of this Department when Biochemistry moved to the present site in 1977.



	<ul style="list-style-type: none"> <li>ix. Departmental library facilities.</li> <li>x. Nationally accredited academic programme</li> </ul>	
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>i. Strong and vibrant alumni base</li> <li>ii. Linkages and collaboration Potentials with Institutions within and outside the country</li> <li>iii. Research funding potentials from Industries, Agencies and Organizations</li> <li>iv. Exploiting the ICT facilities for productive and effective learning and research</li> </ul>	<p><b>Threat</b></p> <ul style="list-style-type: none"> <li>i. Trained qualified and experienced staff leaving for greener pastures in related sectors</li> <li>ii. Inadequate support from relevant stakeholders in the educational sector</li> </ul>	<p><b>Strategic Options</b></p>

## **BENCHMARKING**

The strategic plan has been designed to surpass the benchmark set by the NUC and significant reference to leading universities in Africa and world was made. The environments required for maximum output were duly addressed.

### **Vision**

The department of biochemistry, shall be a world class department comparable to any other engage in imparting contemporary knowledge in biochemistry and its related fields

### **Mission**

To produce highly skilled manpower with adequate theoretical and practical knowledge in biochemistry, molecular biology, biotechnology, nutrition and environmental conservation and safety to meet the requirement of modern research and industry for the development of the community and the world at large using modern state of the art teaching and research facilities.

### **Values**

The department of Biochemistry is guided and informed by the beliefs and commitment to inclusiveness and participation towards the provision of quality manpower and research.

## **MANDATE I: TEACHING AND LEARNING**

### **Goal 1**

To develop a mechanism for regular curricula review to produce employable and skilful manpower for national development

#### Objectives and Activities

1.1 Review current curricula for B.Sc biochemistry, m.sc and Ph. D biochemistry as well PGD nutrition

1.1.1 *There are developed curricula for b.sc biochemistry, m.sc and Ph.D biochemistry, PGD nutrition and m.sc nutrition.*

1.1.2 *The b.sc curriculum is currently under review to fill in some observed gaps to meet with current trends in the field.*

1.1.3 *The M.Sc and Ph.D biochemistry, PGD nutrition and m.sc nutrition curricula have recently been reviewed to capture recent innovations peculiar to the field*

1.2 To introduce curricula for new Post Graduate programmes

1.2.1 *New curricula for PGD in forensic biotechnology, M.Sc and Ph.D biotechnology have been developed and are being implemented in the 2013/2014 postgraduate academic session*

Timeline: 2013/2014-2014/2015

Responsibilities:

1. Standing committees (UG and PG) on curriculum review consisting of both senior and junior academic staff.

Resources Required:

1. Highly experienced academic staff with global outreach.
2. NUC minimum academic benchmark for Undergraduate and Postgraduate programmes.
3. Stationery, computers, internet facilities e.t.c.

Status: 90 % completed

Key Performance Indicators:

1. Evaluation of rate of graduation and respective degree classifications.
2. Establishment of feedback mechanisms for the monitoring of alumni.

**Goal 2:**

To acquire, retain and develop highly-skilled academic and technical manpower to meet the requirements of the various academic curricula and NUC recommended staff to student ratio.

Objectives and Activities

- 2.1 Aggressive recruitment of senior, highly experienced academic and technical staff

2.1.1 *Currently the department has 34 academic and 13 technical staff. Of the 34 academic staff, 7 are professors, 3 readers, 4 senior lecturers, 4 lecturer I, 12 lecturer II, 3 assistant lecturers and 1 graduate assistant. The technical staff is 13. Currently, 18 academic staff are on study fellowship within and outside the university*

2.1.2 *The academic strength of the department by 2018 is projected to include; 12 professors, 2 readers, 3 Senior Lecturers, 16 Lecturers I, 10 Lecturer II, 5 assistant lecturers and 4 graduate assistants making a total of 53 academic staff. For technical staff it is projected the department shall have 22 technical staff.*

2.2 Retention of best graduating student(s) as staff annually

2.2.1 *The best graduating student(s) from 2014 to 2018 will be considered for employment as graduate assistants.*

2.3 To strengthened existing staff development strategies of the department

2.3.1 *It is projected that with the period under review, 19 members of academic staff will be awarded study fellowships; 15 Ph.D and 4 M.Sc.*

2.3.2 *It will be mandatory for all academic staff to attend at least 1 local conference or workshop annually and 1 international conference every 3 years.*

Timeline: 2014-2019

Responsibilities:

1. Departmental appointment and promotion committees
2. Faculty appointment and promotion committee.
3. Complex G appointment and promotion committee
4. Central appointment and promotion committee
5. The university governing council

Resources:

1. Adequate funding from government
2. Grants from cooperate bodies
3. Donations from alumni and friends of the department

Status: 60 % achieved

Key Performance Indicator:

1. Number of staff in training that successfully completed the study fellowship
2. Number of staff appointed and promoted annually
3. Rate of turnover of staff
4. Number of articles published in reputable peer review journals or conference proceedings or books, monographs etc.
5. Number of local and international conferences and workshops attended annually

### **Goal 3**

To acquire, deploy and maintain modern teaching aids for effective delivery of scientific knowledge and skills

#### Objectives and Activities:

3.1 To equip all classrooms, lecture theatres and teaching laboratories

*3.1.1 Currently the department has 1 SMART board, 3 projectors and 4 whiteboards. The laboratory equipment and textbooks are out-dated and inadequate.*

*3.1.2 Acquisition of 5 additional SMART boards and 10 projectors*

*3.1.3 The department will purchase at least 5 copies of the latest edition of each relevant textbook and their e-copies installed in the departmental library computer; relevant 3-D structural models will also be procured.*

*3.1.4 The department will develop a data bank for VSI for use in teaching and learning*

3.2 Provision of white and notice boards in the offices of all academic and technical staff

*3.2.1 The department shall acquire 48 white and notice boards for academic and technical staff's personal offices*

Timeline: 2014-2018

#### Responsibilities:

1. University management

#### Resources:

1. Adequate funding from government
2. Grants from cooperate bodies
3. Donations from alumni and friends of the department

Status: 15 % achieved

Key Performance Indicators:

1. Number of the above mentioned items acquired

**Goal 4:**

Provision of adequate and conducive facilities for teaching and learning

Objectives and Activities:

4.1 A new structure for the department shall be built in line with the ABU phase II project that will provide: 20 offices with adjoining laboratories and 30 office without adjoining laboratories for academic staff; 5 offices for technical staff and 3 for administrative staff; a befitting office for the head of department with adjoining toilet and secretaries office; a secure and functional examination office; 3 teaching laboratories (capacity 200 student per lab) and 4 research laboratories with capacity of 50 students per lab; 1 central store and another for inflammable materials; 1 departmental library capacity 50 students and 1 e-library room; 1 unit cold room, adequate and properly equipped animal house; 1 staff lounge and a seminar room with a sitting capacity of 50; 3 lecture rooms for UG (150 students per room) and 3 for PG (50 student per room) and a maintenance workshop.

*4.1.1 All the above have been incorporated into the phase II development plan of the university.*

Timeline: 2014-2019

Responsibilities:

1. The university management

Resources:

1. ABU phase II endowment fund
2. Funds from the university alumni
3. Cooperate and private donor

Status: 5% Achieved

Key Performance Indicator:

1. Number of completed project under the scheme

**Goal 5**

To develop policies for e-learning and lecture manual production for effective delivery and learning

Objectives and Activities:

5.1 To attain an operational e-learning environment that promotes online lecturer/student(s) interaction

*5.1.1 Currently the department has internet connectivity accessible in all offices, classrooms, laboratories and departmental libraries.*

*5.1.2 The department will procure and install 53 personal computers for academic staff and for technical and administrative staff*

*5.1.3 The members of staff will be trained to be e-learning compliant*

*5.1.4 A departmental domain in the university website hosting all members of staff as a platform for staff-student interactions will be developed.*

5.2 To encourage multimedia approach for lecture delivery

*5.2.1 The departmental library will be equipped with 20 personal computers.*

5.3 To develop practical manual that meets contemporary challenges of research and development

*5.3.1 A comprehensive review and update of laboratory practical manuals for all undergraduate programmes shall be undertaken*

Timeline: 2014-2019

Responsibilities:

1. The university management
2. The Information and Communication Technology centre of the university.
3. Standing committee (UG) on curriculum review consisting of both senior and junior academic staff.

Resources:

1. Adequate funding from government
2. Grants from cooperate bodies
3. Donations from alumni and friends of the department

Status: 15 % achieved

Key Performance Indicator(s):

1. Number of above mentioned items acquired

**Goal 6**

To establish a standard quality assurance mechanism with respect to examination management

Objectives and Activities:

6.1 To establish a competent, efficient and reliable departmental examination office

*6.1.1 The department currently has a functional examination office headed by an examination officer who ensures timely submission and consideration of examination questions and marking schemes through appropriate channels and formats and prepares result sheets for consideration and approval by the appropriate authorities (departmental board of examiners, faculty board of examiner, faculty academic board, senate standing committee and the university senate). The examination office is also responsible for issuance of transcripts and confidential reports.*

*6.1.2 The department maintains a transparent and easy channels for receiving and addressing complaints from students*

6.2 To provide adequate infrastructural and human resources for the proper conduct, storage and accessibility of examinations records

*6.2.1 The development of an examination logic which incorporates course content and recognizes both old and updated versions of the various curricula.*

*6.2.2 Creation and effective management of a functional departmental website domain that allows student and their sponsors access to all academic records of the student*

Timeline: 2014-2019

Responsibilities:

1. All academic staff
2. The ICT center
3. University management

Resources:

1. Internet infrastructure
2. Funds from university management and government
3. Funds from the university alumni

4. Cooperate and private donor

Status: 70 % achieved

Key Performance Indicator:

1. Existence of functional examination logic that has incorporated course content recognizes old and new curricula
2. Existence of a functional departmental domain that allows access to student academic records.

**Goal 7**

To establish and implement a transparent, just and tangible reward and punishment policy

Objectives and Activities:

7.1 To create a prize regime that recognizes and encourages excellence in academic and sporting performance of students.

*7.1.1 Creation of prizes for the best overall graduating student, best female graduating student and the student with the highest CGPA at each level annually*

*7.1.2 The best graduating student(s) from 2014 to 2018 will be considered for employment as graduate assistants in the department.*

*7.1.3 The department shall sign a memorandum of understanding with governmental and non-governmental agencies for a guarantee of employment opportunities for our best graduating students.*

*7.1.4 To create prizes for intra and inter-departmental sporting activities*

7.2 To strengthen policies that encourages and rewards hardworking, conscientious and moral uprightness among staff and students.

*7.2.1 The department shall recommend accelerated promotion for outstanding staff who meets requirements for such.*

*7.2.2 The department will recommend strengthening of the laws governing the activities of the ERIC and staff disciplinary committees.*

Timeline: 2014-2019

Responsibilities:

1. The department
2. The university management
3. The university security service
4. Corporate and private organizations

Resources required:

1. Funds from university management and government
2. Funds from the university alumni
3. Cooperate and private donor

Status: 40% Achieved

Key Performance Indicators:

1. Number of students awarded prizes in the various categories
2. Number of best students given automatic employment within and outside the department
3. Number of MOUs signed with governmental and non-governmental agencies guaranteeing employment for best graduating student of the department.
4. Number of staff given accelerated promotion

**MANDATE II: RESEARCH AND INNOVATION**

**Goal 1**

To establish a comprehensive research policy that ensures significant contributions to existing knowledge in the fields of biochemistry, biotechnology and nutrition, relevant to the community.

Objectives and Activities:

1.1 To ensure all researches at undergraduate and postgraduate levels contributes significantly to existing knowledge

*1.1.1 Approval of undergraduate and postgraduate research topics by supervisory committees*

*1.1.2 Presentation and consideration of postgraduate research proposal by academic staff of the department*

*1.1.3 Consideration and approval of postgraduate research topics by the department postgraduate committee, faculty postgraduate committee and board of school of postgraduate studies*

*1.1.4 To subject final research project reports, thesis and dissertation to examination by internal and external examiners*

Timeline: 2014-2019

Responsibilities:

1. Academic and technical staff of the department

2. Faculty postgraduate committee
3. Board of school of postgraduate studies
4. Senior academic colleagues from other institutions

Resources required:

1. Funds from school management
2. Funds from school of postgraduate studies

Status: 100 % achieved

Key Performance Indicator:

1. Number of articles published in reputable peer review journals and/or presented in reputable academic conferences deriving directly from the research works done

**Goal 2**

To establish a framework for a harmonized and coordinated research agenda.

Objectives and Activities:

- 2.1 To create specialized research groups and laboratories to carry out a coordinated researches in biochemistry, biotechnology, nutrition, molecular biology and environmental conservation and safety.

*2.1.1 The department shall create four specialist research groups consisting of academic and technical staff to address issues in medical biochemistry, nutrition and food biochemistry, molecular biology and biotechnology and industrial biochemistry and enzymology*

- 2.2 To create conducive atmosphere that promotes multidisciplinary and international collaboration in research

*2.2.1 The department already has a policy for multidisciplinary research at the postgraduate level and most individual research activities are also multidisciplinary. Currently, we have long standing and strong linkages with several international institutions and agencies which have led to the establishment of the World Bank sponsored; African Center of Excellence, DNA vaccine project and Nutrition Laboratories (STEP-B projects), UNICEF sponsored Field-Office C. There are also collaborative research work between individual academic staff of the department and some international institutions and research laboratories. Virtually all staff in training are currently being trained in institutions/laboratories outside the country.*

*2.2.2 To broaden and enhance the research visibility of academic staff by encouraging the publication of their research findings in world class peer review journals*

2.2.3 *To encourage and support attendance of international conferences by academic staff for the purpose of enhancing research linkages with their international counterparts.*

2.2.4 *To create committees that will source for new funded projects and strengthen existing ones*

Timeline: 2014-2019

Responsibilities:

1. All academic and technical staff.
2. All postgraduate students.

Resources required:

1. Funds from university management and government
2. Funds from the university alumni
3. Cooperate and private donor

Status: 55 % achieved

Key Performance Indicator:

1. Number of functional equipped specialist laboratories
2. Number of articles published per research group in high impact journals annually
3. Number of awarded research grants per research group annually
4. Number of existing funded research project(s) reviewed/strengthened and new ones acquired
5. Number of international conferences attended
6. Number of new international linkages established

### **Goal 3**

To put in place a mechanism for translating basic research findings into viable commercially products

Objective and Activities:

3.1 To reorient staff to conduct research activities tailored towards providing practical solution to the problem of our immediate community

3.1.1 *The department shall organize intra-departmental workshops/seminar facilitated by reputable expert to reorient staff.*

*3.1.2 The department shall establish strong and viable linkages with relevant industries and agencies for the development of industrially related research activities through the existing SIWES programme and postgraduate students from the industrial sector as outreach avenues for the purpose of understanding the needs and challenges of the industries.*

*3.1.3 Sourcing for research funding from industries through Memorandum of Understandings with relevant industries/agencies.*

3.2 To set up mechanisms that allows the patenting of innovations by relevant governmental agencies

*3.2.1 The department shall create committee to promote innovation and facilitate patenting processes.*

Timeline: 2014-2019

Responsibilities:

1. Academic and technical staff
2. Students on SIWES, Industries/agencies and postgraduate students working in the industrial sectors
3. The university patenting office
4. National patenting agency

Resources required:

1. Funding from university management
2. The university security service
3. Corporate and private organizations

Status: 10 % achieved

Key Performance Indicator:

1. The number of reorientation workshop(s)/seminars organized
2. The existence of a functional departmental patenting committee
3. The number of research grants received from relevant industries

### **MANDATE III: COMMUNITY DEVELOPMENT**

#### **Goal 1**

To provide specialist training to meet the manpower needs of the immediate community.

Objectives and Activities:

1.1 To design and implement training programmes to meet specialized needs of professionals in the field

*1.1.1 The department currently hosts a program that leads to the award of PGD nutrition targeted at professionals in the field such as nurses, nutritional officers, health officers and doctors.*

*1.1.2 The department shall develop and implement a programme that leads to the award of PGD in forensic biotechnology targeted at professionals such as security and law enforcement agents, pathologists, etc.*

1.2 To set up a mechanism for timely quality feedback from the community for the purposes of self-appraisal and improvement

*1.2.1 To develop modalities for assessing the impact of our products in the community.*

*1.2.2 Developing prospective strategies aimed at incorporating solutions to new challenges into the new curriculum*

*1.2.3 The department will design questionnaire to gather data to determine the quality and relevance of our man power training programs for the community.*

*1.2.4 The department will set up a committee to analyze data gathered from the field and make recommendations on suitable adjustment in the training curriculum.*

*1.2.5The department shall have a regular review of the training curricular.*

Timeline: 2014-2019

Responsibilities:

1. All academic and technical staff
2. All members of the community benefitting from our services

Resources required:

1. Funds from university management and government
2. Funds from the university alumni
3. Cooperate and private donor
4. Funding from students charges

Status: 50 % achieved

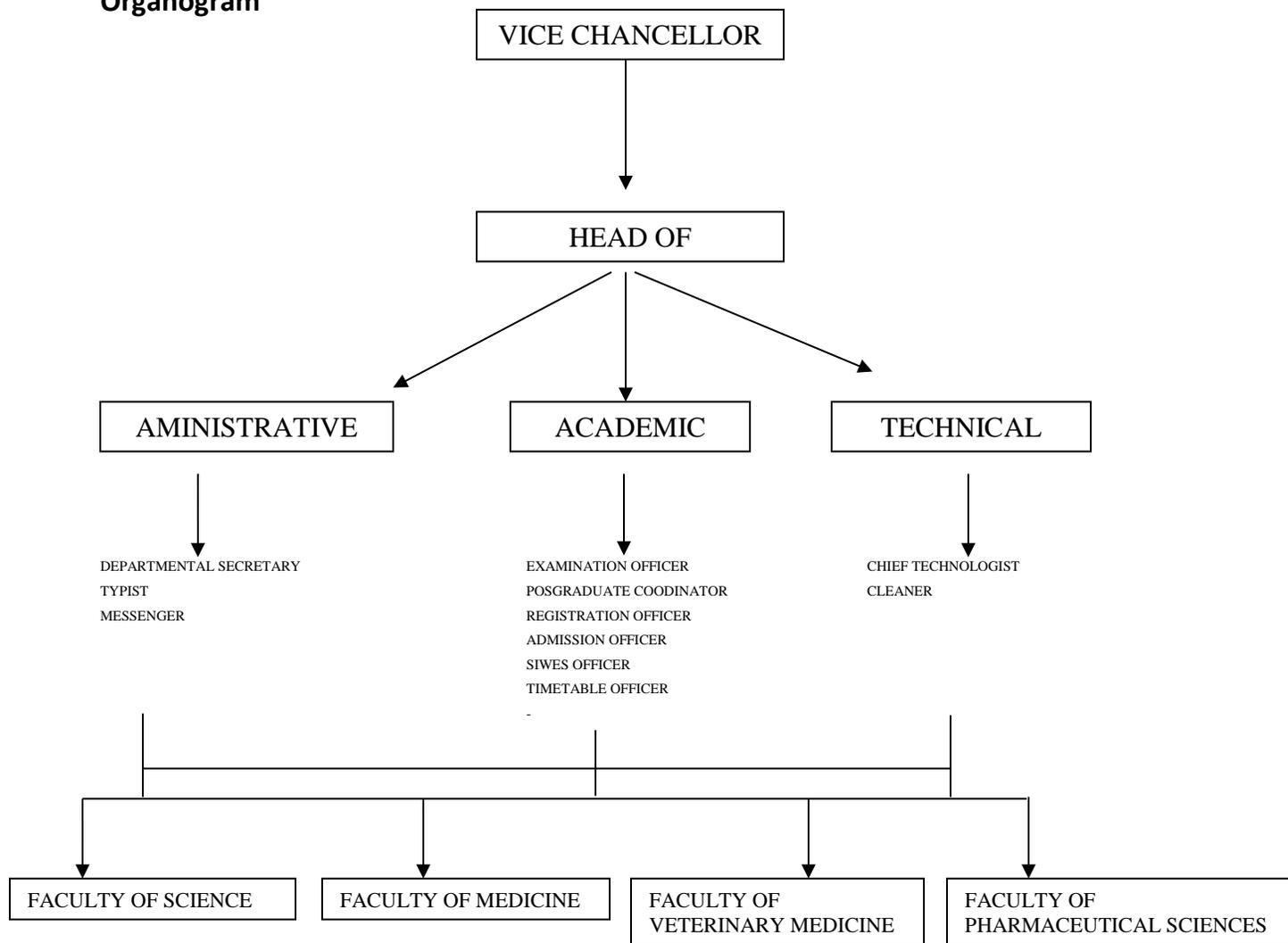
Key Performance Indicator

1. Number of graduate produced from the two programmes
2. Number of responses received from beneficiaries of our programmes
3. Number and quality of curriculum reviews that are a direct consequence of the feedback mechanism.

**ORGANIZATIONAL STRUCTURE**

The Organogram of the Department of Biochemistry has the Head of Department as the Chief Executive Officer who reports to the Vice-Chancellor of the University and sometimes via the Deans of Faculty of Science, Faculty of Medicine, Faculty of Veterinary Medicine and Faculty of Pharmaceutical Science because of the service courses offered to the students of these faculties.

**Organogram**



## LOG FRAME

Goals	Objectives	Activities	Time line	Responsibilities	Resources Required	Status	KPIs	Cost 1 <sup>st</sup> Year (N)	Cost For 5 Years (N)	Remarks
<p><b>Mandate I: Teaching and Learning</b></p> <p>1. To develop a mechanism for regular curricula review to produce employable and skilful manpower for national development</p>	<p>1. Review current curricula for B.Sc biochemistry, m.sc and Ph. D biochemistry as well PGD nutrition</p>	<p>1. There are developed curricula for b.sc biochemistry, m.sc and Ph.D biochemistry, PGD nutrition and m.sc nutrition.</p> <p>2. The b.sc curriculum is currently under review to fill in some observed gaps to meet with current trends in the field.</p> <p>3. The M.Sc and Ph.D biochemistry, PGD nutrition and m.sc nutrition curricula have recently been</p>	<p>2014-2015</p>	<p>1. Standing committees (UG and PG) on curriculum review consisting of both senior and junior academic staff.</p>	<p>1. Highly experienced academic staff with global outreach.</p> <p>2. NUC minimum academic benchmark for Undergraduate and Postgraduate programmes . Stationery, computers, internet facilities e.t.c.</p>	<p>90 %</p>	<p>1. Evaluation of rate of graduation and respective degree classifications.</p> <p>2. Establishment of feedback mechanisms for the monitoring of alumni.</p>			

	2. To introduce curricula for new Post Graduate programmes	<p>reviewed to capture recent innovations peculiar to the field</p> <p>1. New curricula for PGD in forensic biotechnology, M.Sc and Ph.D biotechnology have been developed and are being implemented in the 2013/2014 postgraduate academic session</p>								
2. To acquire, retain and develop highly-skilled academic and technical manpower to meet the requirements of the various academic curricula and NUC recommende	1. Aggressive recruitment of senior, highly experienced academic and technical staff	1. Currently the department has 34 academic and 13 technical staff. Of the 34 academic staff, 7 are professors, 3 readers, 4 senior lecturers, 4 lecturer I, 12 lecturer II, 3 assistant lecturers and 1 graduate assistant. The	2014-2018	<p>1. Departmental appointment and promotion committees</p> <p>2. Faculty appointment and promotion committee.</p> <p>3. Complex G appointment and promotion committee</p>	<p>1. Adequate funding from government</p> <p>2. Grants from cooperate bodies</p> <p>3. Donations from alumni and friends of the department</p>	60%	<p>1. Number of staff in training that successfully completed the study fellowship</p> <p>2. Number of staff appointed and promoted annually</p> <p>3. Rate of turnover of staff</p>	N10,000,000	N100,000,000	

<p>d staff to student ratio.</p>	<p>2. Retention of best graduating</p>	<p>technical staff is 13. Currently, 18 academic staff are on study fellowship within and outside the university</p> <p>2. The academic strength of the department by 2018 is projected to include; 12 professors, 2 readers, 3 Senior Lecturers, 16 Lecturers I, 10 Lecturer II, 5 assistant lecturers and 4 graduate assistants making a total of 53 academic staff. For technical staff it is projected the department shall have 22 technical staff.</p> <p>1. The best graduating student(s) from</p>		<p>4. Central appointment and promotion committee</p> <p>5. The university governing council</p>		<p>4. Number of articles published in reputable peer review journals or conference proceedings or books, monographs etc. Number of local and international conferences and workshops attended annually</p>			
----------------------------------	--	--	--	--	--	--	--	--	--

	student(s) as staff annually	2014 to 2018 will be considered for employment as graduate assistants.								
	3. To strengthened existing staff development strategies of the department	1. It is projected that with the period under review, 19 members of academic staff will be awarded study fellowships; 15 Ph.D and 4 M.Sc. 2. It will be mandatory for all academic staff to attend at least 1 local conference or workshop annually and 1 international conference every 3 years.								
3. To acquire, deploy and maintain modern teaching aids for effective delivery of scientific knowledge and skills	1 To equip all classrooms, lecture theatres and teaching laboratories	1. Currently the department has 1 SMART board, 3 projectors and 4 whiteboards. The laboratory equipment and textbooks are out-dated and inadequate.	2014-2018	1. Departmental appointment and promotion committees  2. Faculty appointment and promotion committee.	1. Adequate funding from government  2. Grants from cooperate bodies	15 %	1. Number of the above mentioned items acquired	N10,000,000	N10,000,000	

		<p>2. Acquisition of 5 additional SMART boards and 10 projectors.</p> <p>3. The department will purchase at least 5 copies of the latest edition of each relevant textbook and their e-copies installed in the departmental library computer; relevant 3-D structural models will also be procured.</p> <p>4. The department will develop a data bank for VSI for use in teaching and learning</p>		<p>3. Complex G appointment and promotion committee</p> <p>4. Central appointment and promotion committee</p> <p>5. The university governing council</p>	<p>3. Donations from alumni and friends of the department</p>					
	<p>2. Provision of white and notice boards in the offices of all</p>	<p>1. The department shall acquire 48 white and notice boards for academic</p>								

	academic and technical staff	and technical staff's personal offices								
4. Provision of adequate and conducive facilities for teaching and learning	<p>1. To provide 20 offices with adjoining laboratories and 30 office without adjoining laboratories for academic staff</p> <p>2. To provide 5 offices for technical staff and 3 for administrative staff</p> <p>3. To provide a befitting office for the head of department with adjoining toilet and secretaries office</p>	<p>0*. All the above have been incorporated into the phase II development plan of the university. *Activity for all the objectives</p>	2014-2018	1. The university management	<p>1. ABU phase II endowment fund</p> <p>2. Funds from the university alumni</p> <p>3. Cooperate and private donor</p>	5 %	1. Number of completed project under the scheme	N500,000,000	N500,000,000	

<p>4 To provide a secure and functional examination office</p> <p>5. To provide 3 teaching laboratories (capacity 200 student per lab) and 4 research laboratories with capacity of 50 students per lab</p> <p>6. To provide 1 central store and another for inflammable materials</p> <p>7. To provide 1 departmental library capacity 50 students and 1 e-library room</p> <p>8. To provide 1</p>									
---	--	--	--	--	--	--	--	--	--

	<p>unit cold room, adequate and properly equipped animal house</p> <p>9. To provide 1 staff lounge and a seminar room with a sitting capacity of 50</p> <p>10. To provide 3 lecture rooms for UG (150 students per room) and 3 for PG (50 student per room)</p> <p>11. To provide a maintenance workshop</p>									
5. To develop policies for e-learning and lecture manual	1. To attain an operational e-learning environment that	1. Currently the department has internet connectivity accessible in all offices,	2014-2018	1.The university management  2. The Information	1. Adequate funding from government  2. Grants	15 %	1. Number of above mentioned items acquired	N10,000,000	N10,000,000	

<p>production for effective delivery and learning</p>	<p>promotes online lecturer/student(s) interaction</p> <p>2. To encourage</p>	<p>classrooms, laboratories and departmental libraries.</p> <p>2. The department will procure and install 53 personal computers for academic staff and for technical and administrative staff</p> <p>3. The members of staff will be trained to be e-learning compliant</p> <p>4. A departmental domain in the university website hosting all members of staff as a platform for staff-student interactions will be developed.</p> <p>1. The departmental</p>		<p>and Communication Technology centre of the university.</p> <p>3. Standing committee (UG) on curriculum review consisting of both senior and junior academic staff.</p>	<p>from cooperate bodies</p> <p>2. Donations from alumni and friends of the department</p>					
---	---	---	--	---	--	--	--	--	--	--

	multimedia approach for lecture delivery	library will be equipped with 20 personal computers								
	3. To develop practical manual that meets contemporary challenges of research and development	1. A comprehensive review and update of laboratory practical manuals for all undergraduate programmes shall be undertaken								
6. To establish a standard quality assurance mechanism with respect to examination management	1. To establish a competent, efficient and reliable departmental examination office	1. The department currently has a functional examination office headed by an examination officer who ensures timely submission and consideration of examination questions and marking schemes through appropriate channels and formats and	2014-2018	1. All academic staff 2. The ICT center 3. University management	1. Internet infrastructure 2. Funds from university management and government 3. Funds from the university alumni 4. Cooperate and private	7	1. Existence of functional examination logic that has incorporated course content recognizes old and new curricula  2. Existence of a functional departmental domain that allows access to student academic records	N200,000	N1,000,000	

		<p>prepares result sheets for consideration and approval by the appropriate authorities (departmental board of examiners, faculty board of examiner, faculty academic board, senate standing committee and the university senate). The examination office is also responsible for issuance of transcripts and confidential reports.</p> <p>2. The department maintains a transparent and easy channels for receiving and addressing complaints from students</p> <p>1. The development of</p>			donor					
	2 To provide									

	adequate infrastructural and human resources for the proper conduct, storage and accessibility of examinations records	an examination logic which incorporates course content and recognizes both old and updated versions of the various curricula.  2. Creation and effective management of a functional departmental website domain that allows student and their sponsors access to all academic records of the student								
7. To establish and implement a transparent, just and tangible reward and punishment policy	1. To create a prize regime that recognizes and encourages excellence in academic and sporting performance of students.	1. Creation of prizes for the best overall graduating student, best female graduating student and the student with the highest CGPA at each level annually  2. The best graduating student(s) from	2014-2018	1. The department  2. The university management  3. The university security service  4. Corporate and private organizations	1. Funds from university management and government  2. Funds from the university alumni  3. Cooperate and private donor	40 %	1. Number of students awarded prizes in the various categories  2. Number of best students given automatic employment within and outside the department  3. Number of	N250,000	N1,250,000	

		<p>2014 to 2018 will be considered for employment as graduate assistants in the department.</p> <p>3. The department shall sign a memorandum of understanding with governmental and non-governmental agencies for a guarantee of employment opportunities for our best graduating students.</p> <p>4. To create prizes for intra and inter-departmental sporting activities</p>					<p>MOUs signed with governmental and non-governmental agencies guaranteeing employment for best graduating student of the department.</p> <p>4. Number of staff given accelerated promotion</p>			
	<p>2. To strengthen policies that encourages and rewards hardworkin</p>	<p>1. The department shall recommend accelerated promotion for</p>								

	g, conscientious and moral uprightness among staff and students.	outstanding staff who meets requirements for such.  2. The department will recommend strengthening of the laws governing the activities of the ERIC and staff disciplinary committees.								
<b>MANDATE II. RESEARCH AND INNOVATION</b>										
1. To establish a comprehensive research policy that ensures significant contributions to existing knowledge in the fields of biochemistry, biotechnology	1. To ensure all researches at undergraduate and postgraduate levels contribute significantly to existing knowledge	1. Approval of undergraduate and postgraduate research topics by supervisory committees  2. Presentation and consideration of postgraduate	2014-2018	1. Academic and technical staff of the department  2. Faculty postgraduate committee  3. Board of school of postgraduate	1. Funds from school management  2. Funds from school of postgraduate studies	100%	1. Number of articles published in reputable peer review journals and/or presented in reputable academic conferences deriving directly from the research	N50,000	N250,000	

y and nutrition, relevant to the community.		<p>research proposal by academic staff of the department</p> <p>3. Consideration and approval of postgraduate research topics by the department postgraduate committee, faculty postgraduate committee and board of school of postgraduate studies</p> <p>4. To subject final research project reports, thesis and dissertation to examination by internal and external examiners</p>		<p>studies</p> <p>4. Senior academic colleagues from other institutions</p>			works done			
2. To establish a framework for a harmonized	1. To create specialized research groups and laboratories	1. The department shall create four specialist research groups	2014-2018	<p>1. All academic and technical staff.</p> <p>2. All</p>	1. Funds from university management and		1. Number of functional equipped specialist laboratories	N100,000,000	N500,000,000	

<p>and coordinated research agenda.</p>	<p>to carry out a coordinated researches in biochemistry, biotechnology, nutrition, molecular biology and environmental conservation and safety.</p>	<p>consisting of academic and technical staff to address issues in medical biochemistry, nutrition and food biochemistry, molecular biology and biotechnology and industrial biochemistry and enzymology</p> <p>2. The department already has a policy for multidisciplinary research at the postgraduate level and most individual research activities are also multidisciplinary. Currently, we have long standing and strong linkages with several international</p>		<p>postgraduate students.</p>	<p>government</p> <p>2. Funds from the university alumni</p> <p>3. Cooperate and private donor</p>		<p>2. Number of articles published per research group in high impact journals annually</p> <p>3. Number of awarded research grants per research group annually</p> <p>4. Number of existing funded research project(s) reviewed/strengthened and new ones acquired</p> <p>5. Number of international conferences attended</p> <p>6. Number of new international linkages established</p>			
---	--	---	--	-------------------------------	--	--	--	--	--	--

		<p>institutions and agencies which have led to the establishment of the World Bank sponsored; African Center of Excellence, DNA vaccine project and Nutrition Laboratories (STEP-B projects), UNICEF sponsored Field-Office C. There are also collaborative research work between individual academic staff of the department and some international institutions and research laboratories. Virtually all staff in training are currently being trained in institutions/laboratories outside the country.</p>								
--	--	--	--	--	--	--	--	--	--	--

	<p>2. To create conducive atmosphere that promotes multidisciplinary and international collaboration in research.</p>	<p>1. To broaden and enhance the research visibility of academic staff by encouraging the publication of their research findings in world class peer review journals</p> <p>2. To encourage and support attendance of international conferences by academic staff for the purpose of enhancing research linkages with their international counterparts.</p> <p>3. To create committees that will source for new funded projects and strengthen</p>								
--	---	--	--	--	--	--	--	--	--	--

		existing ones								
3. To put in place a mechanism for translating basic research findings into viable commercially products	1. To reorient staff to conduct research activities tailored towards providing practical solution to the problem of our immediate community	1. The department shall organize intra-departmental workshops/seminar facilitated by reputable expert to reorient staff.  2. The department shall establish strong and viable linkages with relevant industries and agencies for the development of industrially related research activities through the existing SIWES programme and postgraduate students from the industrial sector as outreach avenues for the purpose of understanding the needs and	2014-2019	1. Academic and technical staff  2. Students on SIWES, Industries/agencies and postgraduate students working in the industrial sectors  3. The university patenting office  4. National patenting agency	1. Funding from university management  2. The university security service  3. Corporate and private organizations	10%	1. The number of reorientation workshop(s)/seminars organized  2. The existence of a functional departmental patenting committee  3. The number of research grants received from relevant industries	N1,500,000	N7,500,000	

	<p>2. To set up mechanisms that allow the patenting of innovations by relevant governmental agencies</p>	<p>challenges of the industries.</p> <p>3. Sourcing for research funding from industries through Memorandum of Understandings with relevant industries/agencies.</p> <p>1. The department shall create committee to promote innovation and facilitate patenting processes.</p>								
<p><b>MANDATE III: COMMUNITY DEVELOPMENT</b></p>		<p>1. The</p>								

<p>1. To provide specialist training to meet the manpower needs of the immediate community.</p>	<p>1. To design and implement training programmes to meet specialized needs of professionals in the field</p> <p>2. To set up a mechanism for timely</p>	<p>department currently hosts a program that leads to the award of PGD nutrition targeted at professionals in the field such as nurses, nutritional officers, health officers and doctors.</p> <p>2. The department shall develop and implement a programme that leads to the award of PGD in forensic biotechnology targeted at professionals such as security and law enforcement agents, pathologists, etc.</p> <p>1. To develop modalities for assessing the impact of our products in the</p>	<p>2014-2019</p>	<p>1. All academic and technical staff</p> <p>2. All members of the community benefitting from our services</p>	<p>1. Funds from university management and government</p> <p>2. Funds from the university alumni</p> <p>3. Cooperate and private donor</p> <p>4. Funding from students charges</p>	<p>50%</p>	<p>1. Nnumber of graduate produced from the two programmes</p> <p>2. Number of responses received from beneficiaries of our programmes</p> <p>3. Number and quality of curriculum reviews that are a direct consequence of the feedback mechanism.</p>	<p>N1,500,000</p>	<p>N7,500,000</p>	
---	--	--	------------------	---	--	------------	--	-------------------	-------------------	--

	<p>quality feedback from the community for the purposes of self-appraisal and improvement</p>	<p>community.</p> <p>2. Developing prospective strategies aimed at incorporating solutions to new challenges into the new curriculum</p> <p>3. The department will design questionnaire to gather data to determine the quality and relevance of our man power training programs for the community.</p> <p>4. The department will set up a committee to analyze data gathered from the field and make recommendations on suitable adjustment in the training curriculum.</p>								
--	---	--	--	--	--	--	--	--	--	--

		5. The department shall have a regular review of the training curricular.								
--	--	---	--	--	--	--	--	--	--	--

## Appendix I: Academic Staff Turnover:

Staff Category /Designation	No. On Payroll	Salary Scale/ Step	No. of Resignations/ Dismissals in the preceding three years	Reasons for Resignation or Dismissal
Professor	8	CONAUSS 07/	NIL	NA
Reader/Associate Prof.	2	CONAUSS 06/	NIL	NA
Senior Lecturer	4	CONAUSS 05/	NIL	NA
Lecturer I	4	CONAUSS 04/	NIL	NA
Lecturer II	12	CONAUSS 03/	NIL	NA
Assistant Lecturer	3	CONAUSS 02/	NIL	NA
Graduate Assistant	1	CONAUSS 02/	NIL	NA

## Appendix II: Academic Staff

Name of Staff	Rank	Appointment	Qualification,	Post Qualification Work/Teaching experience	Responsibilities/ Interest
Prof. A. J. Nok	Professor	Tenure	BSc(ABU) 1983 MSc(ABU) 1988 PhD(ABU) 1993	27 Years ABU	Teaching/Research
Dr. S. Ibrahim,	Reader	Tenure	BSc(ABU) 1980 MSc(ABU) 1986 D.Phil(Sussex) 1991	32 years ABU	Teaching/Research
Prof. D. A. Ameh,	Professor	Tenure	BSc(ABU) 1977 MSc(ABU) 1981 PhD(Alberta) 1991	30 years ABU	Teaching/Research
Prof. S.E. Atawodi,	Professor	Tenure	BSc(ABU) 1982 MSc(UI) 1987 PhD(UI) 1992	15 years ABU	Teaching/Research
Prof. H. C. Nzelibe	Professor	Tenure	BSc(UNIMAID) 1985 MSc(UNILAG)1988 PhD(ABU) 1997	19 years ABU	Teaching/Research
Prof. I. A. Umar,	Reader	Tenure	BSc(UNILAG) 1979 MSc(ABU) 1984 PhD(ABU) 1993	8 years ABU 21 years UNIMAD	Teaching//Research
Prof. H. M. Inuwa,	Reader	Tenure	BSc(ABU) 1975 MSc(ABU) 1979 PhD(Glasgow)1989 Cert. In Radiation Protection (Glasgow) 1987	24 years ABU 12 years GLAXO	Teaching/Research
Prof. E. Onyike	Reader	Tenure	BA(Denver) 1976 MSc(ABU) 1982	19 years ABU	Teaching/Research

			PhD(ABU) 1996		
Prof. M. S. Nasiru	Professor	Tenure	PhD (Nagasaki) 2004 M.Sc (1997), B.Sc (1991), (ABU)	12 years ABU 10 years (Inst. of Trop. Med. Nagasaki (Japan)	Teaching/Research
Dr. K. M. Anigo	Reader	Tenure	BSc(ABU) 1987 MSc(ABU) 1995 PhD. (ABU),2009	21 years ABU	Teaching/Research
Dr. Miss D. B. James	Snr. Lect.	Tenure	BSc(ABU) 1990 MSc(ABU) 1995 PhD. (ABU), 2008	16 years ABU	Teaching/Research
Mr. O. A. Owolabi	Snr. Lect.	Tenure	BSc(ABU) 1987 MSc(ABU) 1992	20 years ABU	Teaching/Research
Mr. G. C. Njoku	Lect. I	Tenure	BSc(UNILAG) 1983 MSc(ABU) 1998	14 years ABU	Teaching/Research
Dr. A. B. Sallau	Snr. Lect.	Tenure	BSc(UNIMAID) 1996 MSc(ABU) 2002 PhD. (ABU) 2009	14 years ABU	Teaching/Research
Dr. Muawiya A. Musa	Lect. I	Tenure	B.Sc., (UDUS), 1998 M.Sc., (UNIV. OF GREENWICH), 2007 Ph.D (UNIV. OF GREENWICH), 2012	1 year ABU	Teaching/Research
Mal. Abdulrazak Baba Ibrahim	Lect. I	Tenure	MSc. 2007, B.Sc. 1999,	5 years ABU	Teaching/Research
Dr. A. Salihu	Lect. I	Tenure	BSc(ABU) 2002 MSc(Newcastle) 2005 Ph.D, (Malaysia) 2012	7 years ABU	Teaching/Research
Dr. E. O. Balogun	Lect. I	Tenure	BSc (ABU) 2001 MSc (ABU) 2005	8 years ABU	Teaching/Research

			Ph.D (JAPAN), 2010		
Dr. M. A. Ibrahim	Lect. II	Tenure	BSc(ABU) 2002 MSc. (ABU)	8 years ABU	Teaching/Research
Dr. Mrs. M. A. Abdulazeez	Lect. II	Tenure	BSc (ABU) 2002 MSc. (ABU), 2005 Ph.D., (ABU)2013	8 years ABU	Teaching/Research
Mr. Nathan Habila,	Lect. I	Tenure	B.Sc. (ABU) 1998, M.Sc. (ABU) 2010	3 years ABU	Teaching/Research
Ms. Gloria Chechet,	Lect.II	Tenure	B.Sc. (ABU) 2004, M.Sc. (ABU) 2008	3 years ABU	Teaching/Research
Mr. Ndidi, U. Samuel	Lect.II	Tenure	B.Sc. (ABU) 2004, M.Sc.(ABU) 2008,	3 years ABU	Teaching/Research
Mr. Abbas Olagunju	Lect.II	Tenure	B.Sc. (ABU) 2004, M.Sc. (ABU) 2008.	3 years ABU	Teaching/Research
Mal. Aminu Mohammed	Lect.II	Tenure	B.Sc. 2005 (BUK), M.Sc. (BUK) 2010	3 years ABU	Teaching/Asst. Adm. Off.
Mr. Idowu A. Aimola,	Lect.II	Tenure	B.Sc. 2002 (ABU), M.Sc. (ABU) 2009	3 years ABU	Teaching/Research
Mal. Aliyu Muhammad,	Lect.II	Tenure	B.Sc.,(UDOUS) 2005, M.Sc. UI) 2010	3 years ABU	Teaching/Research
Mal. Sanusi B. Mada,	Lect.II	Tenure	B.Sc. 2005, M.Sc. 2010	3 years ABU	Teaching/Research
Mrs. Hafsat A. Mohammed	Lect.II	Tenure	B.Sc. (BUK) 2005, M.Sc. (BUK) 2010,	3 years ABU	Teaching/Research
Mal Auwalu Garba	Lect.II	Tenure	B.Sc. 2005, M.Sc. 2010,	3 years	Teaching/ Research
Mal. Shuaibu M. Bala	Lect.II	Tenure	B.Sc.(BUK) 2003, M.Sc. (ABU) 2011	8 years ABU	Teaching/Research
Mal. A. Adamu	Asst. Lect	Tenure	B.Sc. (ABU) 2008 M.Sc (Jordan) 2014	1 year	Teaching/Research
Mal. A. A. Salman	Asst.	Tenure	B.Sc. (ABU) 2007,	1 year	Teaching/Research

	Lect.		M.Sc (ABU) 2012.		
Mr. B. O. Yakubu	Asst. Lect.	Tenure	B.Sc. 2002 (ABU), M.Sc. (ABU) 2010	1 year	Teaching/Research

## Appendix III: Technical Staff

Name	Rank/Designation Date of First Appointment	Qualifications, Dates Obtained Membership of Professional Association	Duties Performed/Courses Taught
Mr. S. Jock	Asst. Chief Technologist March 10, 1983,	FSLC, 1976 SSCE, 1981 Basic Sci. Tech., 1984 City & Guide Part I, 1987 City & Guide Part II, 1989 Dip. In Computer Sci., 2004 AIST A 4368, 2006	In Charge of the Labs. Over see all technical affairs of the department In charge of practicals, preparation & supervision of practical class In-charge of safety a& surrounding . In-charge of technical staff. Technical advise to students on project work.
Mr. Y.E.O. Apeh	Senior Technologist 16 <sup>th</sup> July, 2001	HND, 1998 OND, 1996 Basic Tech. Cert. 1994 SSCE, 1990 FSLC, 1982 Audio Visual, Bal. * Micro Maint. EMDC, Abu, 2010 Comp. Appl. Packages IACC, ABU, 2004 Electro-Chemical Inst. Maint. EMDC ABU, 2002	In-Charge of Research Lab. & technical advice to students.
Mal. M. Bashir	Technologist II 17 <sup>th</sup> March, 2005	PGD, 2006 HND, 2002 ND, 1998 FSLC, 1987 SSCE, 1993 Cert. In Sci. Lab (Upper Credit),	In-charge of Central Lab & assists 400 level students with their project.

		1995 Postgraduate Dip in Chemistry (Credit)	
Mr. John P. Shafa	Technologist I 28 <sup>th</sup> Jan. 1985	HND, 2004 N. Dip., 2003 ABU Staff Training Scheme 2001 GCE O/L 1983 FSLC, 1979.	Preparation of solutions for practicals, supervision of undergraduates /M.Sc./ Ph.D. projects work. Taking care of Lab Equip.
Miss. A. Jobin	Technologist II	FSLC, 1990, SSCE 1996, ND Sci. Lab Tech.2001 ND NISLT 2004	In-Charge of Vet Med. Practical, preparations of chemicals & supervises students during practical.
Mr. Muhammad A. Musa	Tech. II	WAEC,1997,  B.Sc., 2005	In-charge of B.Sc. 300 Level Anatomy & Physiology & also assists in the Postgraduate Lab.
Mr. Reuben S. Baba	Tech. II	FSLC, 1995 SSCE, 2001  ND SLT , 2006 HND, 2009	In-charge of 200 Level MBBS practicals also assists in the preparation of chemicals and supervises students.
Mrs. Rakiya Suleiman	Senior Asst. Tech. 17 <sup>th</sup> March, 2005	HND, 2005 ND, 2003 SSCE, 1997 WAEC, 200 FSLC, 1991	Assisting students in during the practicals.
Mal. Nuraddeen I. Danbaba	Senior Asst. Tech.	ND SLT, 2007 Cert. Data Processing,	Assisting students in during the practicals.

		SSCE, 2002, FSLC, 1996	
Mal. A. Mansir	Lab. Asst. 22 <sup>nd</sup> May, 2006	FSLC, 1998 SSCE, 2004 ND, Sci. Lab. Tech., 2007 Prof. Cert. in comp ICCA, 2009	Assisting students in during the practicals
Mal. M. Garba	Driver/Mech. II 28 <sup>th</sup> June, 2011	FSLC, 1981 BATC, ZARIA, 1983 Trade Test I, 2009	Departmental Driver
Mal. S. Ibrahim	Asst. Craftsman 30 <sup>th</sup> August, 2010		In-Charge of carpentry work in the department.

## Appendix IV: Administrative Non-teaching Staff

Name of Staff	Rank/Designation Salary Scale and Date of First Appointment	Qualification and Dates Obtained	Post Qualification Work Experience	Remarks
Mrs. Assabe H. Kaboshio	Sen. Sec. Asst. 10 <sup>th</sup> April, 1986	F.S.L.C., 1979 Alheri Adv. Class. Samaru (25 wpm) 1981 GCE O' level typing 40 wpm Comp. Word Proc., IACC, 1993 CV Exam 50 wpm, 1993 CCP Com., IACC, 2006	26 years	Typing of all documents in the Departmental Library and other services.
Mal. G. A. Yahaya	Library Officer 9 <sup>th</sup> May, 2011	SSCE – 2002 ABU Dipl .in Lib. & Inform. Sci.2009	1 year	In-charge of the Departmental Library
Mal. S. Abdulkadir	Library Officer, 2012	F.S.C.L., 1996 WAEC, 2008 DIPL in Library Sci.,2010	1 year	In-charge of Departmental Library
Mr. S. O. James	Library Asst.	F.S.L.C., 92, WAEC, 2001, HND, 2008	1 year	Asst. in taking care of Departmental Library.
Mr. S. Baba	House Keeper. 19 <sup>th</sup> Nov., 1999	F.S.L.C., 1978	33 years	Departmental Messenger and other services
Mal. Y. Adamu	Senior Caretaker 12 <sup>th</sup> June, 1986	NIL	26 years	Departmental Cleaner.