



Cross section of Registry Staff at the Training

FUT Babura Registry Staff Attend Capacity Building Training

About fifteen Registry staff of the Federal University of Technology, Babura, have attended a two days Capacity Building Training organized by the Bayero University Kano Consultancy Services, between 13th and 14th December 2024. The training took place at the Centre for Dry Land Agriculture (CDA) Conference Hall, BUK. Three key papers were

presented and discussed over the period.

The first paper by Sani Ibrahim Amin PhD and former Registrar BUK was entitled *Ethic's Conduct And Limitations in The Work Place*. The presenter cited some principles and practices that contribute to strong administrative work ethics in a University setting to include: integrity and honesty; confidentiality; accountability; fairness and impartiality; respect and professionalism; compliance with policies and regulations; conflict of interest disclosure; as well as professional development. He advised that, "by upholding these ethical principles, administrators can contribute to a positive and ethical work culture within the University, ultimately benefitting the entire academic community".



Sani Ibrahim Amin PhD delivering his presentation

The third paper by Haruna Aliyu, incumbent Registrar of Bayero University, Kano, on ***Records Management***, emphasised that “without records, organizations and governments cannot uphold rights, fulfil their responsibilities, or document their actions, transactions or decisions.” “It would be difficult to justify expenditures and plans/strategies”, without good records management he said. The presentation covered technical, practical and technological aspects of record management and concluded with the legal and regulatory aspects of records management in Nigeria.

The second paper by Isyaku Adamu (FCIA), Registrar, Yusuf Maitama University, Kano was entitled ***Work Ethics And Time Management In A Global Competitive Environment For University Performance***. He explained that both work ethics and time management are tools meant to achieve the vision, mission, objectives and core values of a university within specified time frame. He concluded with three pieces of advice to the trainees: one, “we should administer our university in the global best practice”; two, “we should embrace excellent work ethics and avoid unethical behaviors”; and three, “we should ensure apt time management in doing our jobs.”



Cross section of Registry Staff at the Training listening to the Registrar (standing), Fatima Binta Mohammed mni, during her remarks

FUTB Hold One-Day In-House Training for Cleaners



The management of Federal University of Technology Babura, Jigawa State has organised a one day in-house training for its Junior / Casual Staff on Monday 16th December, 2024. The training was facilitated by Hallmark Facilities Management Limited, the company that provide cleaning services to the University Permanent site.

The training was divided into three phases: Theoretical Sessions, Practical Sessions and Case Study/ Group Discussions. Some of the topics discussed at the training include: Truthfulness, Dedication,



Practical exercise with some cleaners scrubbing some toilets at the Academic Complex of School of Science.

Diligence, Punctuality, General Cleaning; and Normal cleaning i.e. day to day cleaning. The practical session was offered and delivered on general cleaning. Some selected restrooms at the Academic Complex of School of Science and the DVC's office were used for the practical session.

The programme was executed with great success with the training all 24 Health attendants and cleaners, with anticipated positive change in knowledge, skill and attitudes towards maintaining a clean healthy environment.



Maryam Ahmad delivering her presentation

Prof. Sulaiman Mudi Appointed Manuscript Development Committee Chairman

The Director of Academic Planning, Prof. Sulaiman Mudi has been appointed Chairman, Manuscript Development Committee, for an initial term of two years in the first instance, effective 10th December, 2024.

A letter signed by the Registrar, Fatima Binta Mohammed, *mni*, dated 10th December 2024 gave

names of the remaining four members of the committee approved by the Vice chancellor as: Prof. Salisu M. Lawan, Dean School of Engineering and Technology; Dr. Babangida Ibrahim Babura, Dean School of Science; Dr. Khalid Haruna, Director Centre for Information Technology; and Usman

Alhassan, Administrative Officer in School of Science as Secretary.

The letter also gave the Terms of Reference (TOR) of the Committee as follows: (i) To ensure that the guidelines stipulated by TETFund are followed strictly; (ii) To come up with any other issue incidental to the above.

Establishment Secretary to Oversee Registry Department

The Secretary Establishment, Aliyu Hassan Salihu, a Deputy Registrar is to oversee the affairs of the Registry Department while the Registrar is away on casual leave from 23rd December, 2024.

A letter signed by the Personal Secretary to the Registrar, Yusuf Abubakar Liman, dated 18th December, 2024, said the Secretary of Establishment is “to oversee the affairs of the Registry Department pending” the Registrar’s return.



FEDERAL UNIVERSITY OF TECHNOLOGY
BABURA, JIGAWA STATE – NIGERIA
MANUSCRIPT DEVELOPMENT COMMITTEE

Vice Chancellor

Professor Sabo Ibrahim Birnin kudu

B Eng (BUK), M Eng (UniBEN)PhD (BUK) MNSE, MNIEEE, RE (COREN)

Director

Professor Suleiman Yusuf Mudi
2978

+234 803 701

B. Sc, M. Sc (BUK), Ph. D (ATBU) FCSN, FICCON, FIPHEMN, MIPAN symudi@futb.edu.ng

MANUSCRIPT DEVELOPMENT COMMITTEE, FEDERAL UNIVERSITY OF TECHNOLOGY,
BABURA, JIGAWA STATE

CALL FOR MANUSCRIPT SUBMISSIONS

The Committee on Manuscript Development invites academics to submit manuscripts for consideration for conversion into books.

SUBMISSION GUIDELINES

To be considered: manuscripts must meet the following requirements:

1. Manuscript Focus:

Manuscripts should be science, computing, or engineering based

2. Formatting Requirements:

Single column format and 1-inch margin on all sides

3. Submission Requirements:

- a. Manuscript should include one hard copy and an electronic version in Microsoft Word format
- b. Author's details, including name, affiliation, and contact information
- c. Manuscript information, including title and author brief biography
- d. Evidence of issuance of ISBN from National Library of Nigeria.
- e. Manuscripts in languages other than English should be submitted with an abstract in English.

4. Cost Implications

- a. Detailed cost breakdown in the proforma invoice from the publisher (FUTB Press) indicating the number of copies to be produced which shall be a minimum of 1,000 copies and a maximum of 2,000 copies.
- b. Detailed cost breakdown of associated cost indicating cost of logistics, typesetting and payment to peer reviewers.

5. Review Process:

- a. Author may provide four reviewers in the relevant field.
- b. Reviewers must be Senior Lecturer or above.
- c. The Committee will select two from the provided list.
- d. Evidence of favorable External Peer Review Report on a letterhead from an expert in relevant field or Academia.

6. Submission Deadline:

Manuscripts should be submitted on or before Monday, January 13, 2025.

7. Submission Procedure:

Manuscripts should be submitted electronically to the Secretary email:

alhassanusman66@gmail.com

8. Enquiries:

For further information or clarification, please contact the Secretary of the Committee at alhassanusman66@gmail.com or 08066296373.

We look forward to receiving your manuscript submissions.

Signed:

Usman Alhassan/Committee Secretary

For: Chairman.



FEDERAL UNIVERSITY OF TECHNOLOGY

BABURA, JIGAWA STATE, NIGERIA

www.futb.edu.ng

(office of the Bursar)

Internal Memo

From: BURSAR	To: ALL STAFF MEMBERS
Ref: FUTB/BUR/FA/12/24	Date:05-12-2024

REMINDER ON RETIREMENT OF OUTSTANDING ADVANCES

This is to remind all staff with outstanding advances to retire them on or before 20th December, 2024 to enable us have minimal unretired advances at the end of the year as directed by the Office of the Accountant General of the Federation. Failure to do so can lead to automatic deductions of such amounts from staff salaries.

Best Regards


Ibrahim Alhassan
Bursar

Cc Vice Chancellor
Deputy V. C
Registrar
University Librarian
All Deans & Directors
All HODs and HOUs
All Notice Boards



**FEDERAL UNIVERSITY OF TECHNOLOGY,
BABURA, JIGAWA STATE, NIGERIA
(Vice-Chancellor's Office)
INTERNAL AUDIT UNIT
Internal Memo**

From: Head, Internal Audit	To: All Staff Members
Ref: FUTB/INTAUD/12/01	Date: 2 nd December, 2024

REVISED GUIDELINES FOR REQUISITION OF STORE ITEMS

In line with recent changes to enhance accountability and transparency, please be informed of the following update regarding the collection of items from our university stores.

Effective immediately, any staff member who wishes to collect items from the stores must submit a formal request to the Vice-Chancellor. This request must be channelled through the staff member's Head of Department (HoD) for endorsement. Requests submitted directly by individuals will not be processed.

This revised process is designed to ensure that all requests are documented and properly authorized, in line with our commitment to maintaining the integrity of our procurement and distribution systems.

Procedure for Requesting Items:

1. Staff members must prepare a written request, detailing the items needed and the purpose of their use.
2. This request should then be submitted to their Head of Department.
3. The Head of Department shall review the request and, if deemed appropriate, endorse and forward same to the Vice-Chancellor for approval.

Your cooperation in adhering to these new guidelines is essential to help us maintain proper inventory control and accountability.

Thank you for your understanding.

Sincerely,

Adamu Aminu

Head, Internal Audit Unit



**FEDERAL UNIVERSITY OF TECHNOLOGY,
BABURA, JIGAWA STATE, NIGERIA**
(Office of the Registrar)

Ref: FUTB/R/GEN/07

Date: 23th December, 2024

GENERAL CIRCULAR

To: All Staff & Students

***End of Year 2024 & 2025 New Year Public
Holidays:***

**25th & 26th DECEMBER 2024 AND 1st JANUARY, 2025,
DECLARED PUBLIC HOLIDAYS**

The Federal Government has declared Wednesday, December 25th; Thursday, December 26th 2024; and Wednesday, January 1, 2025 as public holidays to mark Christmas, Boxing Day, and New Year celebrations respectively.

The Minister of Interior, Dr. Olubunmi Tunji-Ojo, announced this on behalf of the Federal government on Monday 23rd December 2024, in a statement signed by Dr. Magdalene Ajani, Permanent Secretary in the Ministry.

Tunji-Ojo extended greetings to Nigerians, encouraging citizens to embrace the season's values of love, peace, and unity. "Let us demonstrate kindness and extend goodwill to one another, irrespective of our differences" he added.

Staff on shift or essential duties are however expected to be at their duty posts as usual.

Normal University activities will resume on Friday 27th December after the Christmas holidays; as well as on Thursday, 2nd January, 2025 after the New Year holidays.

The Vice Chancellor, Prof. Sabo Ibrahim Birnin Kudu and the University Management join the University Community in sending seasonal greetings to everyone.

EF Chinade

Mustafa Ibrahim
Publications Secretary
FOR: REGISTRAR

Cc: Vice Chancellor
DVC
Bursar
University Librarian
All Deans, Directors, HODs & Unit Heads
Notice Boards & File

