**UNIVERSITY OF NIGERIA**

**SERVICOM UNIT**

***OFFICE OF THE VICE-CHANCELLOR***

**Memorandum**

|  |  |
| --- | --- |
| **TO:** See Distribution Below**OUR REF**: UN/OVC/SERV/SEN/17 | **FROM:** The Vice-Chancellor **DATE:** 15 September, 2017 |

**SUBJECT: STAFF SENSITIZATION ON REGULATIONS GOVERNING CONDITIONS OF SERVICE IN THE UNIVERSITY OF NIGERIA.**

You are invited to the above programme being organized by the University Administration for all staff members. It is geared towards helping the staff get acquainted with the regulations governing conditions of service in our University, and subsequently, receive their own copies of the *UNN Regulations Governing Conditions of Service for the Junior and Senior Staff* from their Deans/Directors/Heads of Department.

The program is scheduled as follows:

1. **SENSITIZATION PROGRAMME FOR NSUKKA CAMPUS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **FACULTY/ DEPT/ CENTRE/ SCHOOL** | **DAY** | **TIME** | **VENUE** |
| 1 | VCs Office, Registry, Bursary, Works, Security, Student Affairs, PG School, Medical Centre, All Institutes/ Centres and Units, General Studies, Physical Sciences, Agriculture and Biological Sciences. | Tuesday17/10/17 | 11-3pm | PAA |
| 2 | The Social Sciences, Education, Arts, Engineering, Library, Pharmacy, Veterinary Medicine and Vocational and Technical Education. | Wednesday18/10/17 | 10-2pm | PAA |

1. **SENSITIZATION PROGRAMME FOR ENUGU & ITUKU OZALLA CAMPUSES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **FACULTY** | **DAY** | **TIME** | **VENUE** |
| 1 | DVCs (UNEC) Office, Registry, Bursary, Works, Security, Student Affairs, PG School, Medical Centre, All Institutes, Centres and Units, GS, UNTH, Library. | Thursday19/10/17 | 10-1pm  | Moot Court |
| 2 | Law, Business Admin., Dentistry, Environmental Studies, Health Sciences & Technology, Medical Sciences, Basic Medical Sciences. | Thursday19/10/17 | 2-5 pm | Moot Court |

You are required to bring this information to the attention of the staff under you. The offices for each of the groupings will remain closed during the period of the exercise. All other activities scheduled for these periods are hereby postponed to enable staff fully participate in this important sensitization programme as attendance is required for all staff. Please note that staff are to be seated according to their Faculty/Department/Centres/Schools/Directorate for ease of management and distribution of the Regulations.

**Professor Benjamin C. Ozumba.**

Vice-Chancellor

Chairman, SERVICOM Committee

**DISTRIBUTION:**

DVC Administration

DVC Academic

DVC UNEC

Registrar

Bursar

University Librarian

Provost, College of Medicine

Deans of Faculty/ School

Directors

Heads of Department.