



FEDERAL UNIVERSITY BIRNIN KEBBI

THE ACADEMIC PLANNING UNIT

The Academic Planning Unit, Federal University Birnin-Kebbi, is an integral part of the Vice chancellor's office charged with the responsibilities of providing the required guidance for the orderly and balanced academic development of the University.

This is aimed at assisting the University in the performance of its statutory functions of teaching, research and community services.

The Unit performs Planning and Quality Assurance functions and ensures compliances with the National University Commission (NUC)'s Benchmark Minimum Academic Standards (BMAS) and University Senate's academic requirements. This is to enhance efficiency in teaching, learning and research in the University as well as the dissemination and publication of relevant information.

1) PRIMARY RESPONSIBILITIES

The key functions of the Academic Planning Unit include *Planning; Quality Assurance; Publications & Statistics; Liaison* and *Strategic Planning*, as follows:

1.1 Planning

Preparation of university annual recurrent budget Projections of students' enrolment figures, corresponding staff strength and distribution of students according to state of origin and sex for undergraduate and postgraduate programmes.

- Computation of full-time equivalent (FTE) for all programmes.
- Preparation of university calendar for stable academic delivery.
- Initiating the review of curriculum in line with trends in the academic world as well as working with faculties to prepare, review and monitor their academic plans and identify areas for and potential development.

1.2 Quality Assurance

The Unit promotes quality of teaching, learning and research in the University through periodic evaluation of academic activities in the University in the following ways:

- Coordinating the preparation of Academic Brief and guiding units of the university on the operations of the Academic Brief.
- Periodic analysis of performance evaluation of academic programmes
- Analysis of student's enrolment figures and ensuring compliance with guidelines such as admission quota, teacher /student ratio and science /arts ratio.
- Feasibility studies for the establishment of new academic programme(s)
- Use of data collected for making projections and advising the university as appropriate

1.3 Publications and Statistics

- The Unit is responsible for the coordination and collation of information to NUC for National planning. It is responsible for: Maintaining data base on students and staff statistics for use in planning, budgeting, and other requirements.
- Periodic statistics to bodies like Federal Ministry of Education and National Manpower Board, Statistics output to individual researchers on demand.
- Periodic update and analyzing data from relevant university bodies for the internal evaluation of performance status of the university on all the NUC approved funding parameters and other guidelines.
- Publication of university records, statistics and research reports.
- Documenting and storing information on academic programmes of the university as well as student academic and personal records.

4 Liaison

The Unit is the liaison on academic matters between the university, on one hand; and the regulatory body, the NUC, and professional bodies, on the other.

5 Strategic Planning

The Unit participates in the coordination of all the activities involved in the production of the University Strategic Plan.

2) OTHER RESPONSIBILITIES

Other responsibilities of the Academic Planning Unit include: 2.1 Preparation of the University Annual Report

- Preparation of the University Annual Calendar of [Academic & Non-Academic] Activities;
- Initiation and maintenance of internal and external linkages & collaborations with other Institutions (in, and outside the country).

3) SUB-UNITS

There is a plan to establish two sub-units under the Academic Planning Unit. These are the Research and Quality Assurance sub-units.