

THE FEDERAL POLYTECHNIC, ILE-OLUJI, ONDO STATE

COMMUNIQUE OF THE 3-DAY ORIENTATION PROGRAMME ORGANISED FOR ALL PIONEER STAFF OF THE POLYTECHNIC HELD BETWEEN MONDAY 16TH AND WEDNESDAY 18TH NOVEMBER, 2015 AT THE TAKE-OFF ACADEMIC CAMPUS.

1.0 PREAMBLE

The Federal Polytechnic, Ile-Oluji, Ondo State was established by the Government of the Federal Republic of Nigeria in 2014. Following the assumption of offices by the pioneer Rector, Registrar, Bursar and the Polytechnic Librarian in April 2015, the first set of staff were appointed later in the year. As a way of building a very solid foundation for the Polytechnic, acquainting all the pioneer staff with the Vision, Mission, founding objectives and all relevant plans and directions of the Polytechnic, the Polytechnic Management organized a 3-day orientation for the staff between Monday 16th and Wednesday 18th November, 2015 at the take-off academic campus.

2.0 SUMMARY OF PROCEEDINGS

2.1 Attendance

The Orientation programme was attended by a total of one hundred and twenty-nine staff in the various categories of Lecturers, Instructors, Administrative Officers, Accountants, System Programmers, Technologists, Secretarial Staff, Executive Officers, Clerical Officers, Drivers, Messengerial and other general Staff. The Rector chaired all the sessions, and all other Principal and strategic Officers of the Polytechnic were also in attendance.

2.2 Presentations

A total of seven (7) presentations were made with details as follows:

- 2.2.1 *Making the Federal Polytechnic, Ile-Oluji Internationally Competitive: Our Collective Task* (delivered by the Rector, Professor Emmanuel Adedayo Fasakin,^{fica})
- 2.2.2 *Work Ethics and Professionalism as Prerequisites for Corporate Excellence and Global Competitiveness* (delivered by the Registrar, Mr. F. O. Adetula).
- 2.2.3 *Understanding the Operations of the Bursary Department and its Interface with Other Service Units* (delivered by the Bursar, Mr. A. T. Orina).
- 2.2.4 *Current Trends in Information Dissemination as It Affects the Library in the 21st Century* (delivered by the Polytechnic Librarian, Mr. A. A. Olofinsawe).
- 2.2.5 *Value for Money Expenditure in Higher Education Management: the Roles of Internal Audit* (delivered by the Principal Auditor, Mr. R. A. Adedokun).
- 2.2.6 *Campus Development and Maintenance: A Joint Stakeholders' Approach* (delivered by the Director of Physical Planning, Mr. Oyetunde Oyelola).
- 2.2.7 *Governance Structure, Organogram and Internal Communication Structure at the Federal polytechnic, Ile-Oluji* (delivered by the Registrar, Mr. F. O. Adetula).

2.3 Plenary sessions

After all the presentations and the attendants exhaustive question-answer sessions, the house was divided into groups, and there were plenary sessions where each group extensively brainstormed on the mode of operations to be adopted in line with best global practices and to ensure that the Polytechnic runs competitively.

3.0 RESOLUTIONS

After all the presentations and the follow-up discussions, the following resolutions were jointly made by all attendees at the programme.

- i. All staff of the Polytechnic shall work together as a team to ensure the achievement of the founding objectives of the Polytechnic.
- ii. All staff must understand the Vision, Mission and objectives of the Polytechnic, and shall be committed to assiduously working towards them.
- iii. All staff shall be committed to ensuring that the Polytechnic carves a niche of excellence for itself, by taking a departure from the usual inefficiency, complacency, lethargy, indiscipline and all forms of negative tendencies that characterize and continuously wane down quality and productivity of existing Polytechnics.
- iv. All staff must understand and imbibe the core values of the Polytechnic (Commitment, Accountability, Creativity and Innovativeness, Integrity and Teamwork).
- v. All staff shall work together with the understanding that everyone is important, as the job of the Polytechnic cannot be complete unless and until everyone has played his or her role.
- vi. All staff must work with high level of professionalism and must work in conformity with ethical standards and in line with the best global practices to make the Polytechnic not just one of those Polytechnics but an outstanding and excellent Polytechnic.
- vii. The Polytechnic shall not condone any act of indiscipline, indolence, lateness to work, insubordination, absenteeism at

work, truancy and other forms of counter-productive work behaviour by any staff.

- viii. All staff must ensure student-friendliness and courtesies in the discharge of their duties, and must always be good ambassadors of the Polytechnic at all times.
- ix. All staff must strive to attain proficiency in Information and Communications Technology (ICT) to enhance their job and make them globally competitive. To assist in this regard, the Polytechnic shall organise subsidized mandatory computer training programmes for staff in-house.
- x. All staff shall be proud of their job and must always do such with high level of enthusiasm, commitment and dedication. All staff must at all times put on their identity cards while on duty.
- xi. Extortion of money for admission, employment and other Polytechnic activities by any staff is illegal and unacceptable in the Polytechnic. Any staff caught perpetrating this act shall be made to face disciplinary action.
- xii. All staff shall ensure the creation and maintenance of a beautiful and serene teaching, learning and working environment at all times. In addition, staff shall ensure such environmental maintenance best practices as not crossing lawns and not littering the environment.
- xiii. Official opening time in the Polytechnic is 8.00 a.m. every working day, while closing time shall normally be 4.00 pm. All staff shall comply with this.

- xiv. The Polytechnic shall ensure quality control at entry point for new students and staff to ensure the sustenance of high standards and good quality at all times. It shall also consistently ensure promptness and responsiveness in its services.
- xv. The Polytechnic shall ensure the articulation and approval of an ICT Policy which will provide for the computerization of its operations (admissions, staff and student records management, results processing, financial management / release of funds etc).
- xvi. The Polytechnic shall ensure the development and constant review of the curricula of academic programmes. The curricula shall be in conformity with the guidelines of the National Board for Technical Education (NBTE) and in tandem with manpower trends and requirements.
- xvii. The Polytechnic shall emphasise practical learning with modern equipment in order to ensure outstanding quality of graduates.
- xviii. Every student of the Polytechnic shall be encouraged to have an additional qualification on graduation. For example, students of Accountancy will be encouraged and supported to enroll and pass at least the Accounting Technician Scheme (ATS) before completing the ND programme. Students of Computer Science / Engineering shall be encouraged and supported to enroll and pass such professional certifications as CCNA, JAVA, AUTOCAD, ORACLE etc. Every student shall also undergo ICT proficiency training and be certified on completion in addition to their basic course of study.

- xix. The Polytechnic shall consistently ensure the sanctity of examinations, and will ensure the release of approved students results within one month.
- xx. The staff shall be creative and innovative, and shall individually make significant contributions to Internally Generated Revenue. In addition to the main academic programmes (National Diploma and Higher National Diploma), the Polytechnic shall undertake professional training programmes, skills development and enterpreneural programmes not only to serve the host community but also to generate some revenue.
- xxi. The Polytechnic shall be aggressive in its fund generation drive. It will, however, play down on such ventures as pure water production, block moulding, bread making etc which are prevalent, but diversionary in other Polytechnics.
- xxii. It was resolved that no staff will be involved in unionism and union activities for the next five (5) years to ensure concerted efforts towards giving the Polytechnic a very solid foundation of peace, harmony, stability and progress that is required for global competitiveness.
- xxiii. There shall be no leakage of official information or document by any staff, and where this is established against any staff, he or she shall be made to face disciplinary action.
- xxiv. In cases of any grievance(s), the staff concerned shall express such grievance(s) through established channels of communication in the Polytechnic. On no account shall any staff externalize issues of internal concern.

- xxv. The Management shall ensure that the salaries and remunerations of staff shall be as obtained in other Federal Polytechnics in the country. In addition, there shall be relevant welfare schemes such as Furniture Loans, Housing Loans etc. as the Polytechnic's internally generated revenue improves.
- xxvi. Arrangements shall be made for the immediate establishment of Staff Multipurpose Cooperative Society in the Polytechnic to give the staff the opportunity of making savings. In addition, the staff will be enrolled for the National Health Insurance Scheme (NHIS) in line with the extant policy of Government.
- xxvii. Every staff shall be adequately empowered to function productively, efficiently and effectively.
- xxviii. The Polytechnic Management will always ensure that every facility of the institution is used for its designated purposes. In furtherance of this, appropriate arrangement shall be made for designated places of religious worships, sports, recreation etc. in the Polytechnic's permanent site.
- xxix. All Staff shall be proud of their profession and the Polytechnic, and shall be putting on Staff Identity Cards while on duty. In addition, the mode of dressing for all Staff shall be formal from Mondays to Thursdays but can be casual on Fridays.
- xxx. The Polytechnic shall, of tradition, mark its foundation day on 12th of every March with the delivery of learned lecture and allied activities.

- xxxi. Members of staff shall use the Library regularly to improve their intellectual capacity and must encourage the students to imbibe same.

- xxxii. The maintenance and security of all the properties of the Polytechnic shall be the responsibility of all staff.

4.0 CONCLUSION

The programme ended at 5.00 p.m. on Wednesday 18th November, 2015 with the pledge by every staff to contribute their best to the development of the Polytechnic. All staff and members of Management thereafter visited the Permanent Site along Ipetu-Ile-Oluji Express Way, where prayers were said for the rapid development and occupation of the site.

5.0 APPRECIATION

The staff appreciated the Polytechnic Management for the opportunity afforded them to attend the Programme, and for the quality of presentations and deliberations. The Management, in turn, commended the staff for their attendance and productive participation in the Programme.

The communiqué was moved for adoption by Mr. Oyewole Kehinde Samuel (Instructor I) and supported by Miss Akinyemi Oluwatunmise (Administrative Officer II).