

Departmental Service Charter

INCHARGE	SERVICES RENDERED	REQUIREMENTS	CHARGES	TIMELINE
Lecturers allocated	Unit Registration	<ul style="list-style-type: none"> • Student Unit • Registration Form • Finances Clearance 	Free	1 Week
Examination Coordinator	Confirmation of student unit registration data	<ul style="list-style-type: none"> • Student ID 	Free	1 day
Examination Coordinator	Examinations Result Queries	<ul style="list-style-type: none"> • Result Slips 	Free	2 day
Postgraduate Coordinator	Processing of Postgraduate Proposal/Thesis	<ul style="list-style-type: none"> • Fulfillment of all requirements 	Free	2 day
Postgraduate Coordinator	Processing of Postgraduate Research Project for examination	<ul style="list-style-type: none"> • Fulfillment of all requirements 	Free	3 weeks
Chairman	Processing Scholarship awards & Research Grants	<ul style="list-style-type: none"> • Application Letter/Form • Recommendations 	Free	1 day
Chairman	Recommendation/Introductory Letters/Confirmation of Units Covered	<ul style="list-style-type: none"> • Student ID • Request letter 	Free	2day
Data Clerk	Processing of postgraduate application form	<ul style="list-style-type: none"> • Fulfillment of all requirements 	Free	day