Nam Africa Centre of Excellence for Innovative and Transformative STEM
Instit Lagos State University, Ojo. Lagos State.
Coun Nigeria
Cent Professor Rasheed Sanni
Annual Workplan (January 2023-December 2023)

Worl	Description	2023 Y3Q1				
			Jan	Feb	Mar	
DLI 1						
DLI 2.1: Progress towards development Impact						
1	Conduct interview with graduated students					
2	Request employers' rating of graduate students					
3	Hold meetings of the SAB and ISAB to consider their annual reports					
4	Prepare and upload SAB and ISAB report					
5	Upload SAB and ISAB members' profile pictures on our website					
6	Design and procure souvenirs for the ACEITSE					
DLI 3.1: PhD Students						
1	Form a committee to visit catchment universities for prospective students					
2	Script, record and place jingles in high audience media platforms					
3	Design and distribute e-fliers on different social media platforms to attract PhD students					
4	Advertise on Facebook, twitter, and Instagram					
5	Recruit a marketing manager to intensify our aggression on students' enrolment					
6	Explore voluntary students' migration from Science and Technology Education					
7	Keep admission throughout the year such that students can be enrolled in either first or second semester					
8	Identify national and regional universities to source for students					
9	Conduct two visits this year; one to Gambia during workshop and the other to Kenya					
10	Enrol 15 PhD studenst					
DLI 3.2: Masters Students						

1	Encourage scholarly students at undergraduate level in cognate departments to enrol for masters and audit few education (PGDE) courses					
2	Work with sectorial partners to attract more students especially foreign ones.					
3	Provide accommodation for national students					
4	Review selection criteria for admission into the PG programmes of the Centre					
5	Print banners, flyers, posters for PG programmes; and advertise PG programmes in print and ele					
6	Advertise PG programmes in print and electronic media					
7	Shortlist, screen, admit and register students					
8	Conduct orientation programme for students					
9	Provide scholarship/bursary/subsistence/PG Merit awards for students					
10	Enrol 30 masters studenst					
DLI 3.3: Professional Short Courses						
1	Conduct short course on best practices for teaching and learning in STEM for Ghana JHS teachers.					
2	Conduct short course on techniques for reporting science practical in Senior Secondary Certificate Examination					
3	Conduct short course on deployment of Google Apps for staff and students					
4	Conduct short course on the use of SPSS software application					

5	Conduct short course on use of EndNote and Grammarly in research and report writing					
6	Conduct short course on Culturo-Techno-Contextual Approach					
7	Print banners, flyers, posters and certificates and advertise upcoming short courses					
8	Pay for transportation, accommodation and other logistics for facilitators & others(local)					
9	Pay honoraria to facilitators					
DLI 4.1: Programme Accreditation						
1	Identify an international accreditation agency for STEM and ICT Education Programmes					
2	Seek approval for use of the agency					
3	Conduct internal (mock) accreditation exercise					
4	Prepare and present ACEITSE for the international programme accreditation					
5	Conduct self assessment as part of the international programme accredtation					
6	Fill the gaps identified by accreditors in the self assessment of the Centre's programmesas part of the international programme					
7	Produce Centre prospectus					
8	Update course synopsis for all courses in masters and doctoral programmes					
9	Upload revised masters and doctoral programme courses outline on website					
10	Conduct regular end-of-semester course evaluation					
11	Conduct periodic programme evaluation					
DLI 4.2: Research Publication						
1	Incentivise faculties and students to publish in high impact journals					
3	Design and widely publicise guidelines for sponsorship of ICT Education, STEM Education and Entrepreneurship related articles					

2	Pursue collaboration with researchers in (i) Lagos State University of Education (LASUED) (ii) University of Education, Winneba, Ghana, private schools, Lagos State Ministry of Education, Nigeria Union of Teachers (NUT) and Medium Scale Entreprenuers					
4	Develop and sign MOUs with organisations nationally and sub regionally					
5	Organise lecture series with renowned STEM education scholars as presenters					
6	Pay travel expenses and others to lecturer					
7	Conduct of research (action and impactful): Field work (data collection) on STEM education research), analysis, research group seminars and reporting					
8	Disseminate research results at conferences					
9	Publish postgraduate student thesis/dissertation abstracts					
10	Attend in-house seminars and workshops					
11	Provide sponsorship for students to attend conferences					
DLI 4.3: Teaching and Research Infrastructure						
1	Press for feedback on the already submitted ESMP, award contract and upload the necessary document for Milestone 1					
2	Re-arrange and re-upload already uploaded documents as required by AAU for Milestone 2					
3	Regularly monitor the project and the contractor to meet the completion deadline.					
4	Submit and uploaded pictures of building at different phases of construction AAU and ACEITSE Website respectively					
5	Purchase consumable (reagents and other consumables) for laboratories in Sceicne and Education					
6	Conduct regular maintenance of laboratory equipment in Faculties of Science and Education					
7	Procure uniform & protective wears					
8	Constructions of Decking, building to roofing level and roofing					
9	Furnish completed building and submit and uploading on AAU and ACEITSE Website					

DLI 5.1: External Revenue						
1	Identify and approach high net worth individual, organisation, government to donate money, equipment and research infrastructures to the Centre					
2	Conduct sensitisation meetings with faculty members and students to write research grant proposals to win grant					
3	Pay for publication and stipend for research efforts					
4	Train academic staff on grant application					
5	Train academic staff on teaching, collaboration and PG supervision					
6	Pay honouraria to facilitators					
DLI 5.2: Internship						
1	Send newly admitted students on internship and school support programme					
2	Collaborate with University of Education Winneba, Ghana during our workshop holding in Ghana.					
3	Incentivise interested faculties on at least four-week internship on STEM, ICT, Entrepreneurship and Culturo-Techno-Contextual Approach (CTCA)					
4	Conduct regular visit to student interns					
DLI 5.3: Entrepreneurship						
1	Collaborate with the LASU Directorate of Skills Development and Entrepreneurship for innovation/exhibition Day					
2	Establishment of business consultancy					
3	Entrepreneurial skills acquisition related to STEM and ICT.					

4	Conduct special entrepreneurial workshop for women on campus on selected household use items such as production of soap, antiseptic and cosmetics					
5	Establish workshop on phone and computer system repairs					
DLI 6.1: Timely Fiduciary Reporting						
1	Submit and upload the Audited IGR Accounts for the period January to June, 2022					
2	Prepare accounts and other related records.					
3	Get IFR (second semester) ready for Internal Audit Committee review					
4	Get IFR (first semester) ready for Internal Audit Committee review					
5	Audit 2022 Financial reports (January to December, 2022) by the University's External Auditor by the third week of April, 2023					
6	Upload and submit the annual Audited financial statement to AAU portal and ACEITSE website					
7	Upload and submit IFR to the AAU portal and ACEITSE website respectively.					
DLI 6.2: Functioning Internal Audit Unit & Committee						
1	Prepare and submit second semester Internal Audit report to the Audit Committee for review					
2	Obtain minutes of Internal Audit Committee meetings on the Internal Audit Report					
3	Upload and submit Internal Audit Report and Internal Audit Committee minutes of meetings to AAU portal and ACEITSE website					
DLI 6.3: Financial Online Transparency						
1	Prepare and upload the monthly cashbook, bank and reconciliation statements.					
2	Upload approved procurement and Centre work plans for 2021 and 2022					
3	Upload the Procurement Audit report by the procurement Auditor					
4	Promptly upload the approved budget, annual work plan as and when due					
DLI 6.4: Procurement Quality						
1	Submit and upload Procurement Audit Report for the period January to June 2022.					
2	Submit and upload the Approved procurement Plan for the year 2022					

3	Submit and upload Procurement Officer Profile.					
4	Submit and upload the annual Procurement Audit Report					
DLI 7.1: University-wide Regional Strategy						
1	Submit and upload regional strategy document and/or process to AAU/World Bank approval stage					
2	Process regional strategy document to University approval stage and submit and upload the VC-signed copy					
3	Establish regional and international Academic Partnerships					
4	Deliver high quality regional training					
5	Conduct applied research towards regional development					
DLI 7.3: Institutional Accreditation						
1	Sign Agreement with Approved International Accreditation Agency (Quality Assurance Agency -QAA)					
2	Conduct internal (mock) assessment exercise					
3	Complete the QAA GAP Assessment Forms					
4	Forward Report of GAP Assessment to AAU/WB					
5	Prepare self-evaluation report and present the University for the International Institutional Accreditation					
6	Fill the gaps identified by accreditors in the GAP/self-assessment of the University					
DLI 7.4: PASET in Teaching and Research						
1	Review PASET the Intervention Plan based on awaited AAU/World Bank Feedback					
2	Implement the Plan as contained in the PASET Intervention plan					
DLI 7.6: ICT services for innovation in Teaching and Research						
1	Collaborate further with NUC to finalise on LMS equipment					
2	Identify other gadgets required by specific (non)academic units of the university					
3	Procure other gadgets required by specific (non)academic units of the university as identified above					
Other Routine and Administrative Activities						

1	Office maintenance, stationery, internet data purchases for home and out-of-office use					
2	Provide for telephone subscription for staff					
3	Provide for courier and postage services					
4	Provide for purchase of equipment consumables and maintemanc of ACEITSE office equipment					
5	Provide for local transport fare for official assignments					
6	Payment for project vehicle drivers					
7	Fueling and maintenance of project vehicles					
8	Fueling and maintenance of project generators					
9	Cleaning services and general sanitation within ACEITSE					
10	Insurance of ACEITSE building and other facilities					
11	Procure a brand new 18-Seater Bus					
12	Insure the Centre vehicle					
13	Deliver PG courses:					
14	Examine students					
15	Transportation and accommodation cost for non Lasu staff course facilitators					
16	Pay honouraria for course delivery					

17	Projects supervision honoraria					
18	Consider and release students' results					
19	Graduation for masters students					
20	Procure Identity card materials and other identification items					
21	Attend relevant professional improvement trainings					
22	Conduct ACEITSE bi-weekly management meetings					
23	Conduct quarterly sectoral advisory board meetings					
24	Conduct biannual International Scientific advisory board meetings					
25	Conduct committee meetings as necessary					
26	Payment for servicing and maintenance of the equipment					
27	Purchase of servicing and maintenance of the equipment					
28	Maintenance of ACEITSE building and other facilities					
29	Call for inputs into report from units in the ACEITSE					
30	Produce 2023 ACEITSE annual report					
31	Attend two ACE-Impact workshops					
32	Attend NUC ACE coordination meetings					
33	Pay for annual internet subscription					

Submit: Online submission to AAU M&E Portal

Upload: Posting on the ACEITSE Website

2023 Y3Q2				2023 Y3Q3				2023 Y3Q4					
Apr	May	Jun		Jul	Aug	Sep		Oct	Nov	Dec		**Milestone/Output**	**Budget ($)**
													20,409
												Graduate emp	100
												Employers rat	200
												Meetings con	11,125
												Meetings con	200
												Minutes uploa	100
												Souvenirs	8,684.21
													35,988
												Foreign stude	7,670
												Admission jing	300
												fFlyers distribu	100
												Advert of soci	750
												Marketing ma	20,000
												Students enro	3,333
												Students enro	NA
												Students enro	NA
												Visitation to c	3,835
												Visitation to c	NA
													61,746

												Students enro	NA
												Students enro	NA
												Hostel accom	NA
												Selection crite	-
												Admission pos	1,329
												Admission adv	4,461
												Admission list	246
												Orientation co	579
												Scholarship pr	55,132
												Visitation to c	NA
													34,845
												Short courses	4,000
												Short courses	4,000
												Short courses	4,000
												Short courses	4,000

												Short courses	4,000
												Short courses	4,000
												banners, flyer	2,895
												Facilitators co	4,650
												Honoraria pai	3,300
													41,341
												International	NA
												Accreditation	NA
												Mock accredit	4,000
												Programme a	30,315
												Self-assessme	1,000
												self-assessme	4,000
												Prospectus pr	1,158
												Course synop	579
												Course outline	-
												Course evalua	289
												Programme e	NA
													216,691
												Journal public	75,842
												Journal public	NA

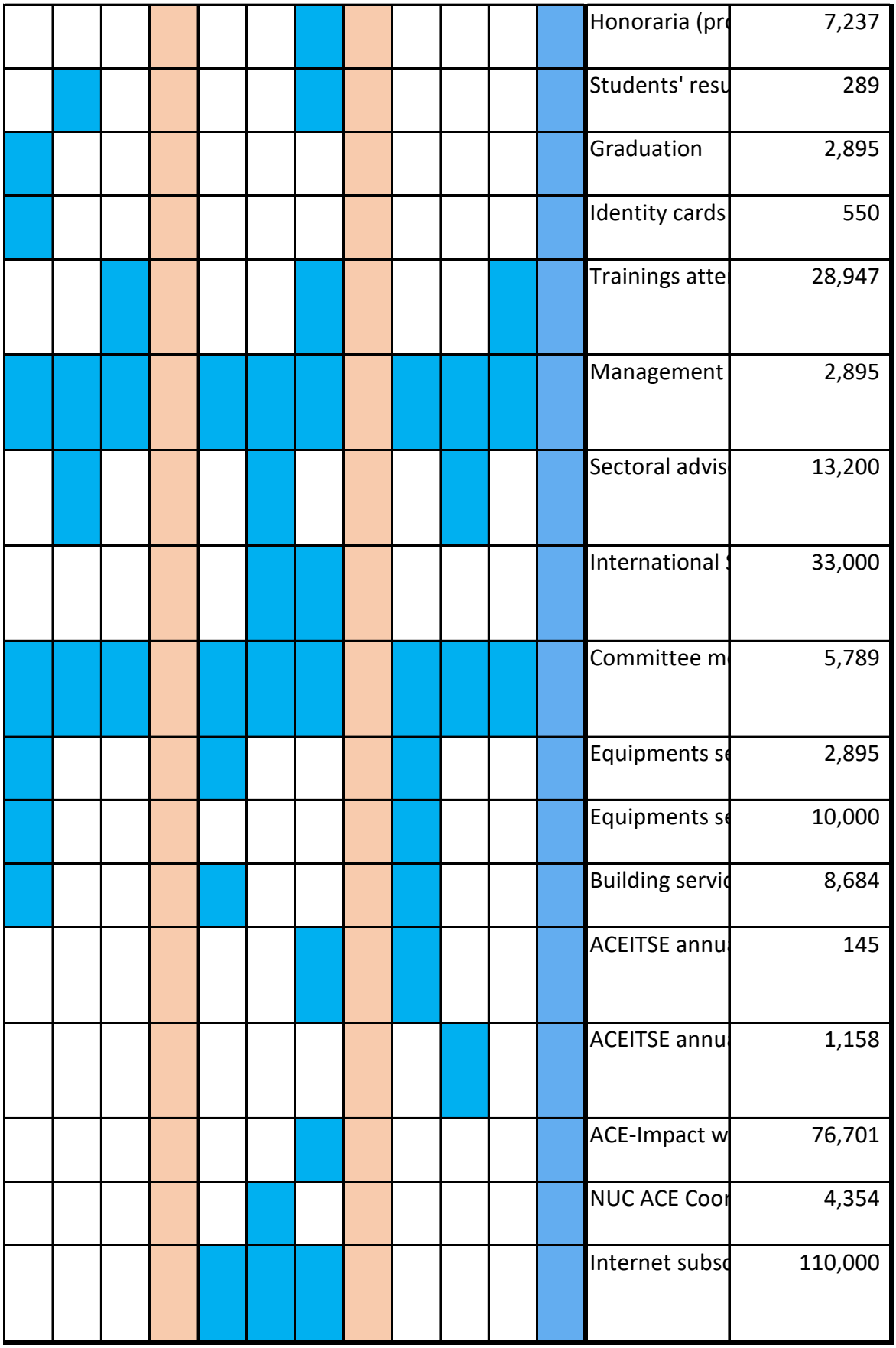
												Collaboration	NA
												Collaboration	1,155
												Lecture series	2,895
												Lecturers cou	8,858
												Journal public	75,842
												Journal public	33,289
												Book of abstra	1,155
												Seminars conc	1,155
												Conference sp	16,500
													844,161
												ESMP approve	5,500
												Milestone 2 d	100
												Construction r	20,000
												Building pictu	100
												Consumables	27,500
												Laboratory eq	5,789
												Unifored proc	2,171
												Roof construc	583,000
												Building furnis	200,000

	81,842
Individual, org	1,000
Grant proposa	1,000
Publication fe	68,500
Grant proposa	6,600
Collaborations	2,860
Honoraria pai	1,882
	20,000
Internship cor	7,500
Collaboration	NA
Faculty intern	10,000
Interns visited	2,500
	20,000
Innovation/ex	2,500
Business cons	2,500
Skill acquisitio	5,000

												Skill acquisitio	5,000
												Phone and co	5,000
													4,551
												Audited IGR a	NA
												Account repo	NA
												IFR (second se	NA
												IFR (first seme	NA
												Audit report s	4,551
												Audit report s	NA
												IFR submitted	NA
													1,000
												Internal Audit	NA
												Minutes of int	1,000
												Internal Audit	NA
													100
												Monthly reon	NA
												Procurement	NA
												Procurement	100
												Approved buc	NA
													100
												Procurement	NA
												Approved pro	100

												Procurement	NA
												Annual Procur	NA
													47,000
												RS submitted	NA
												RS approved	NA
												Academic part	12,000
												Regional train	22,500
												Regional deve	12,500
													60,000
												Agreement wi	NA
												Moct institutio	15,000
												GAP analysis c	5,000
												GAP analysis r	NA
												Self-evaluatio	30,000
												self-assessme	10,000
													75,000
												Approved PAS	NA
												PASET interve	75,000
													121,333
												LMS equipme	NA
												LASU LMS equ	91,333
												Other gadgets	30,000
													486,186

Internet data	5,789
Telephone rei	5,211
Courier and p	724
Consumables	2,171
Local transpor	2,171
Drivers overhe	3,300
Fueling costs (	3,618
Fueling costs (	11,550
Cleaning servi	3,184
Insurance pro	1,650
18-Seater Bus	68,200
Insure for Cen	3,300
Postgraduate	NA
Postgraduate	579
	33,000
Honoraria (co	33,000



Honoraria (pr	7,237
Students' resu	289
Graduation	2,895
Identity cards	550
Trainings atte	28,947
Management	2,895
Sectoral advis	13,200
International	33,000
Committee m	5,789
Equipments s	2,895
Equipments s	10,000
Building servi	8,684
ACEITSE annu	145
ACEITSE annu	1,158
ACE-Impact w	76,701
NUC ACE Coo	4,354
Internet subs	110,000
	2,172,293

Estimated Revenue ($)	Person Responsible
150,000	
	M&E Officer
	M&E Officer
	M&E Officer
	M&E Officer
	M&E Officer
	M&E Officer
297,013	
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison
	Industrial
	Industrial Liaison
	Industrial Liaison
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison
141,959	

	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
119,856	
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison
	Industrial Liaison Officer

	Industrial Liaison
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
	Industrial Liaison Officer
400,000	
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
300,000	
	Research Coordinator
	Research Coordinator

	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
	Research Coordinator
600,000	
	Envr. and Safeguard Officer
	Envr. and Safeguard
	Envr. and Safeguard
	Envr. and Safeguard Officer
	Envr. and Safeguard
	Envr. and Safeguard
	Envr. and Safeguard
	Envr. and Safeguard
	Envr. and Safeguard

250,000	
	Deputy centre Leader
	Deputy centre Leader
	Deputy centre Leader
	Deputy centre Leader
	Deputy centre Leader
	Deputy centre Leader
54,000	
	Deputy centre Leader
	Deputy centre Leader
	Deputy centre Leader
	Deputy centre Leader
33,000	
	Deputy centre Leader
	Deputy
	Deputy centre Leader

	Deputy centre Leader
	Deputy centre Leader
15,000	
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant
15,000	
	Project Accountant
	Project Accountant
	Project Accountant
15,000	
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant
	Project Accountant

	Project Accountant
	Project Accountant
100,000	
	Centre Leader
	Centre Leader
	Centre Leader
	Centre Leader
	Centre Leader
275,000	
	Centre Leader
	Centre Leader
	Centre Leader
	Centre Leader
	Centre Leader
	Centre Leader
50,000	
	Centre Leader
	Centre Leader
100,000	
	Centre Leader
	Centre Leader
	Centre Leader

	Centre Leader/Accountant
	Centre Leader/Accountant
	Centre Leader/Accountant
	Centre Leader/Accountant
	Centre Leader/Accountant
	Centre Leader/Accountant
	Centre Leader/Accountant
	DCL/Project Accountant
	Secretary
	Centre Leader/Accountant
	Centre Leader/Procurement Officer
	Centre Leader/Accountant
	DCL/M&E Officer
	DCL/M&E Officer
	DCL/M&E Officer
	DCL/M&E Officer

	DCL/M&E Officer
	DCL/M&E Officer
	DCL/M&E Officer
	DCL/M&E Officer
	Centre Leader/Accountant
	Centre Leader/Secretary
	Centre Leader/Secretary
	Centre Leader/Secretary
	Centre Leader/Secretary
	DCL/Project Accountant
	DCL/Project Accountant
	DCL/Project Accountant
	DCL/Research Coordinator
	DCL/Research Coordinator
	Centre Leader
	Centre Leader
	Centre Leader/Accountant

2,915,828