

MINUTES OF THE INAUGURAL MEETING OF THE COMMITTEE TO STRENGTHEN THE ADVANCEMENT OFFICE AND TO ESTABLISH A TRACER SYSTEM FOR ALL UNIVERSITY GRADUATES HELD ON THURSDAY 15TH DECEMBER, 2022 AT THE DUA BOARD ROOM

L/NO	ITEM NO	MINUTES	ACTION BY
001	1.0	ATTENDANCE	
002	1.1	Present	
003		1. Prof. Sani Abba Aliyu mni	Chairman
		2. Mal. Bashir M. Abubakar	Member
004		3. Mal. Ahmed Zakaria	Member
		4. Mrs. Hafsat Ibrahim	Member
		5. Mal. Hafizu Yusuf	Member
005		6. Mr. Womeodu Asobinuanwu	Member
		7. Mrs. Salima B. Mohammed	Secretary
006		8. Mrs. Hauwa Yahaya	Member/Asst. Sec.
007	1.2	Apology	
		1. Mrs. Hafsat Ibrahim	Member
008		2. Mrs. Hauwa Yahaya	Member
009	2.0	Opening	
010		The meeting commenced at 11:00am. The Chairman welcomed members to the	
011		meeting and briefed them on the project and tasks expected of the Advancement	
012		Office. He stated that the project was for DUA to conduct a tracer study on the	
013		relationship between Alumni and their employers. The expected timeline for	
014		completion was 15 th December, 2023. The terms of reference of the committee	
015		shall be as follows:	
016	3.0	1. To establish and review collaborations with employers of alumni of the	
		University.	
		2. To develop digital skills in line with the state of the art advances and	
		facilities in the market for improved data capturing of alumni of the	
		University.	

017		
018		3. To improve on alumni database by developing tracer system or technique on indices of alumni employability that will serve as a quality control
019		feedback tool.
020		He further stated that a committee would be created with all Heads of Units of DUA
021		and their assistants as members. He further informed the meeting that he would
022		send a draft of the Committee membership to the Vice-Chancellor approval and
023		formal constitution of the committee.
024		Activities Expected of Committee Members
025		4. Establishment of partnership between the University and employers of
026		graduates.
027		5. Training of staff of the Directorate of University Advancement on Digital
028		Skills.
029		6. Development of Instruments for the tracer studies
030		7. Conducting tracer studies for feedback from employers of University
031		graduates.
032		8. Development of a digital tracer system for University graduates
033		9. Updating of University database.
034		Strategies on how to trace alumni and their employers
035		It was suggested that a meeting should be organized with all Deans of Faculties,
036		Heads of Departments or their representatives to be chaired by the DVC
037	4.0	Administration. The aim of the meeting would be to request for alumni employer's
		information.
		Each Head of Department will be expected to bring lists of employers he has
		contacts with and make a presentation of at least 5 minutes.

001
002 Notice of meeting to be sent in collaboration with Academic planning Unit through
040 the Deans, Directors/Head of Departments whatsapp platform in addition to the
traditional hard copies and also through emails.

041 Suggested date of the meeting was second week of January, 2023 (Wednesday
042 11th January, 2023).

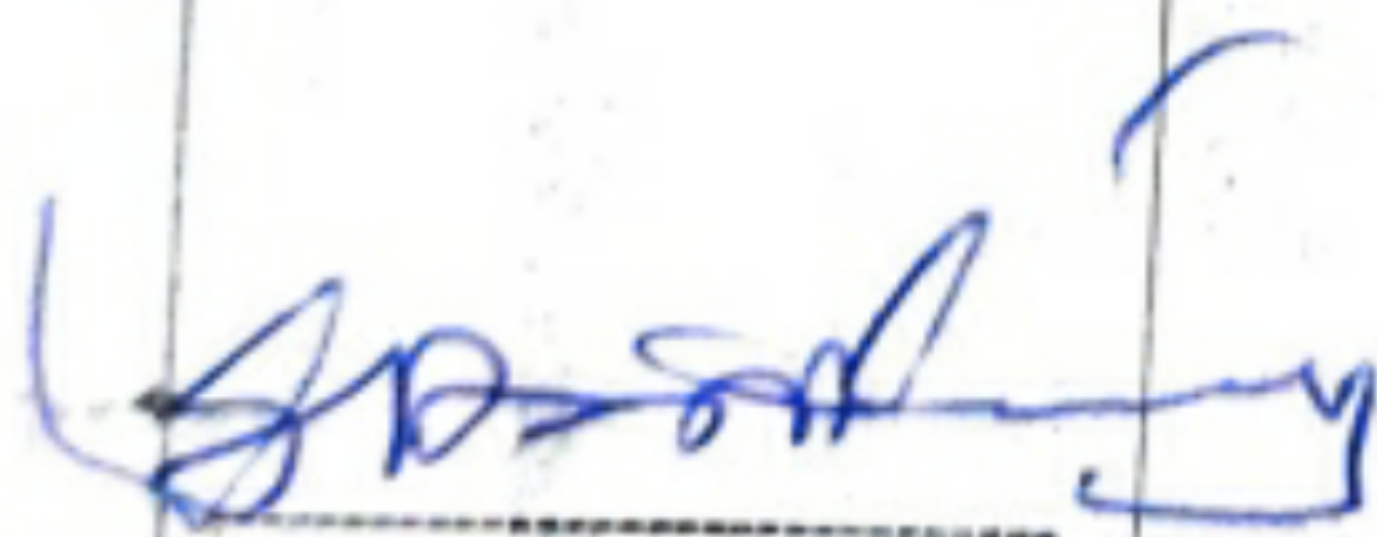
043 **Budget**

044 The projected budget is to be sponsored by the world Bank. The release of funds is
to be tied to performance.

045 In the interim, the chairman informed members that the committee can submit a
046 reasonable budget to the ACENTBFB Centre leader for the Vice-Chancellor's
047 approval to enable it kick start the project.

048 **Closing**

049 In the absence of any other matter for discussion, the meeting was adjourned to
reconvene on Tuesday 20th December, 2022 by 10.00am.

051
052 

053 **Chairman**
Prof. Sani Abba Aliyu mini

052 

053 **Secretary**
Mrs. Salima B. Mohammed

**MINUTES OF THE SECOND MEETING OF THE COMMITTEE TO STRENGTHEN THE
ADVANCEMENT OFFICE AND TO ESTABLISH A TRACER SYSTEM FOR ALL
UNIVERSITY GRADUATES HELD ON TUESDAY 10TH JANUARY, 2023 AT THE DUA
BOARD ROOM**

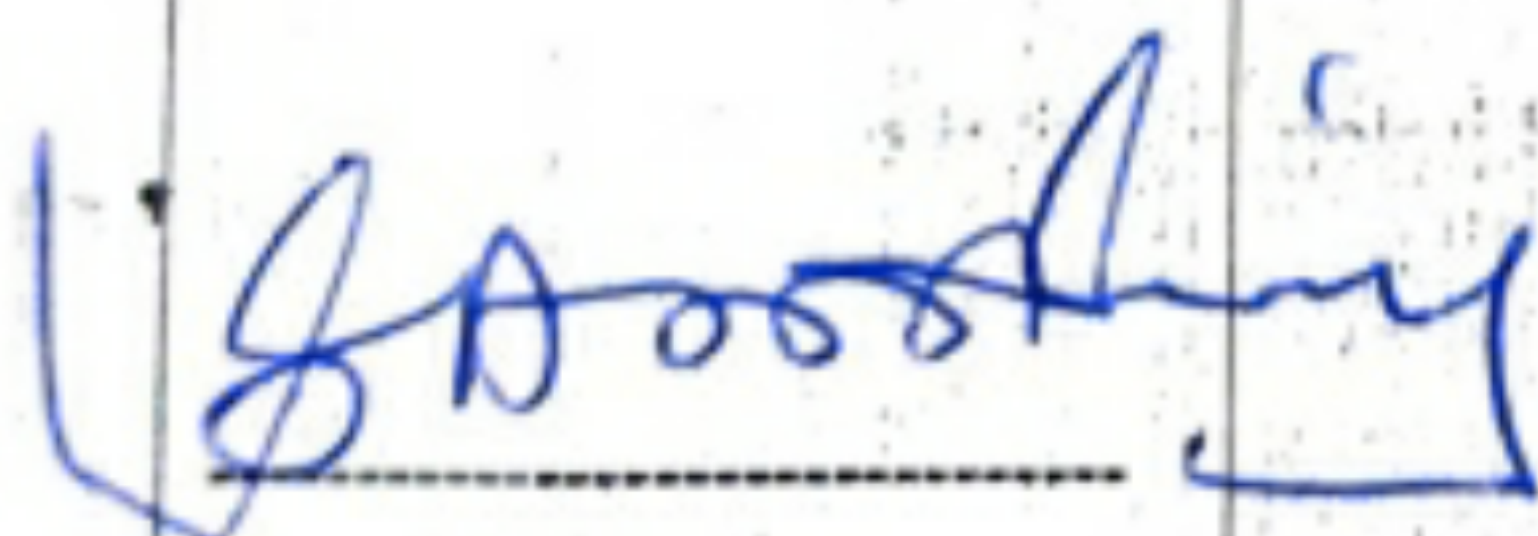
L/NO	ITEM NO	MINUTES	ACTION BY
001	1.0	ATTENDANCE	
002	1.1	Present	
003		1. Prof. Sani Abba Aliyu mni - Chairman	
		2. Mal. Bashir M. Abubakar - Member	
004		3. Mal. Ahmed Zakaria - Member	
		4. Mrs. Hafsat Ibrahim - Member	
		5. Mal. Hafizu Yusuf - Member	
005		6. Umar Ahmadu Isa - Member	
		7. Jibril Idris Kawuje - Member	
006		8. Mrs. Salima B. Mohammed - Member/Secretary	
		9. Mrs. Hauwa Yahaya - Member/Asst. Sec	
007	1.2	Apology	
		10. Prof. J.J. Maina - Member	
008		11. Mr. Womeodu Asobinuanwu - Member	
009	2.0	Opening	
010		The meeting commenced at 3.07 pm. The Chairman welcomed members and informed that discussions on the assignment had already commenced before the formal composition and appointment of the members.	
011			
012			
013		He further stated that the Terms of Reference by the committee was outlined in the appointment letter which basically would be the guideline, and the task was expected to be concluded not later than 15 th December, 2023. Therefore, member joining for the first time were requested to introduce themselves.	
014			
015			
015	3.0	About DLI7	
016		The Chairman informed members that the DLI7 is an element which is focused on	

- 017 iii. Letter to be written to the Co-ordinator, Students Industrial Work
018 iv. Experience Scheme (SIWES) ABU Zaria to request for the SIWES
019 v. Logbook.
020 vi. Write to Head of Service to request for number of ABU graduates in
021 their service, their addresses etc.
022 vii. Zaria to be sampled to help perfect research in states outside Kaduna.
023 viii. Chairman to go round all states.
024 ix. To engage the ABU mail office for dispatch of letters
x. To co-opt other members in the committee.
Trainings to be held in the course of the assignment to be certified.

Closing

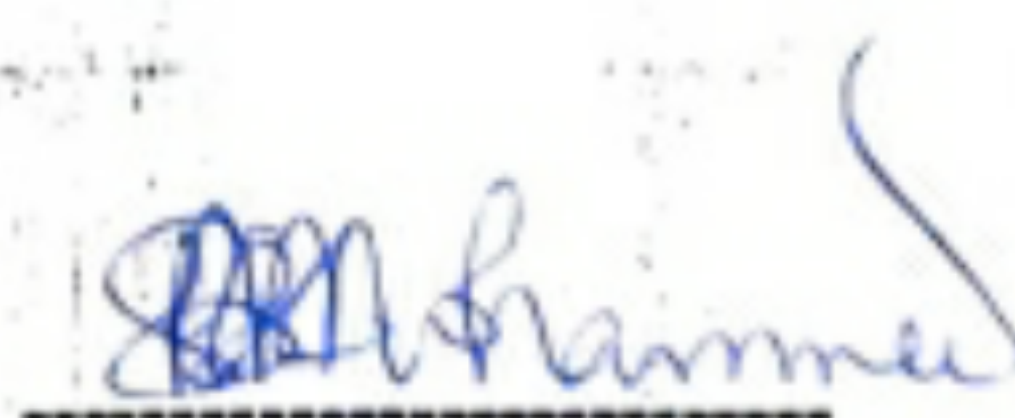
025 The Chairman requested that the suggestion/action plan should be adhered to as
026 soon as possible.

027 In the absence of any other matter for discussion, the meeting came to an end.

028 

Chairman

030 Prof. Sani Abba Aliyu mni

028 

Secretary

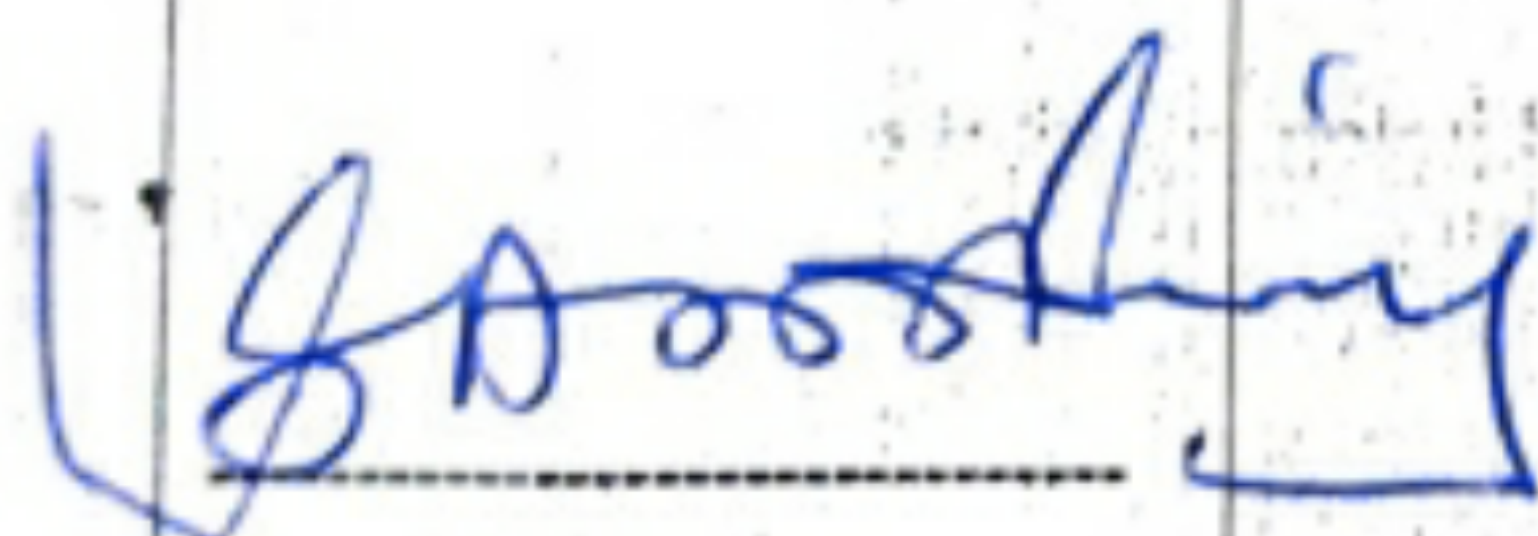
030 Mrs. Salima B. Mohammed

- 017 iii. Letter to be written to the Co-ordinator, Students Industrial Work
018 iv. Experience Scheme (SIWES) ABU Zaria to request for the SIWES
019 v. Logbook.
020 Write to Head of Service to request for number of ABU graduates in
021 their service, their addresses etc.
022 vi. Zaria to be sampled to help perfect research in states outside Kaduna.
023 vii. Chairman to go round all states.
024 viii. To engage the ABU mail office for dispatch of letters
ix. To co-opt other members in the committee.
x. Trainings to be held in the course of the assignment to be certified.

Closing

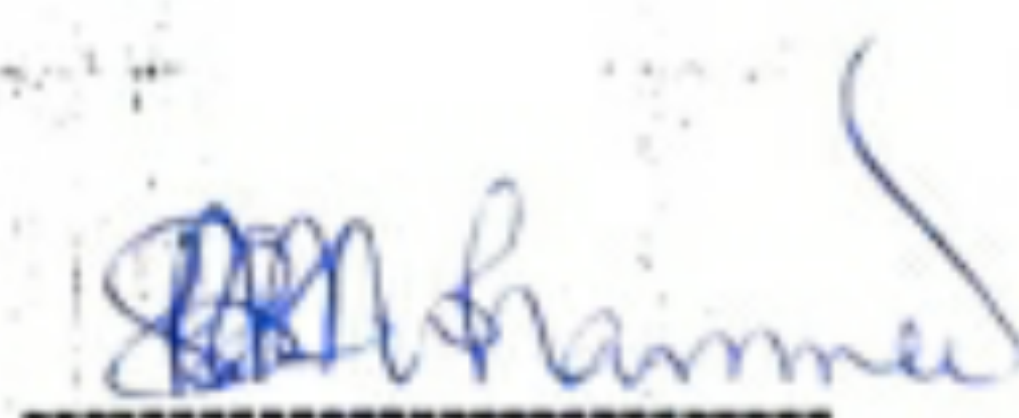
025 The Chairman requested that the suggestion/action plan should be adhered to as
026 soon as possible.

027 In the absence of any other matter for discussion, the meeting came to an end.

028 

Chairman

030 Prof. Sani Abba Aliyu mni

028 

Secretary

030 Mrs. Salima B. Mohammed

MINUTES OF THE THIRD MEETING OF THE COMMITTEE TO STRENGTHEN THE ADVANCEMENT OFFICE AND TO ESTABLISH A TRACER SYSTEM FOR ALL UNIVERSITY GRADUATES HELD ON THURSDAY 2ND FEBRUARY, 2023 AT THE DUA BOARD ROOM

L/NO	ITEM NO	MINUTES	ACTION BY
001	1.0	ATTENDANCE	
002	1.1	Present	
003		1. Prof. Sani Abba Aliyu mni	Chairman
		2. Mal. Bashir M. Abubakar	Member
004		3. Mal. Ahmed Zakaria	Member
		4. Mrs. Hafsat Ibrahim	Member
		5. Mal. Hafizu Yusuf	Member
005		6. Mr. Womeodu Asobinuanwu	Member
		7. Mrs. Salima B. Mohammed	Secretary
006		8. Mrs. Hauwa Yahaya	Member/Asst. Sec.
007	1.2	Apology	
		1. Prof. J.J. Maina	Member
008		2. Jibrin Idris	Member
		3. Luqman Opahi	Member
009	2.0	Opening	
010		The meeting commenced at 11:05am. The Chairman welcomed members and thereafter, prayers were individually observed. He further informed members that the meeting was summoned to work out modalities on how to establish a tracer system for all ABU Alumni.	
011			
012			
013	3.0	SUGGESTIONS/ACTION PLAN	
014		i. Employer Relations: It was suggested that the research would begin with firms, Organizations and Institutions etc within Zaria then neighboring communities.	
015			
016		ii. Letters to be written to Deans and Heads of Departments requesting for performance report from employers of ABU graduates.	

Minutes of the Meetings of the Committee to Strengthen the Advancement Office and to Establish a Tracer System for all University Graduates Under DLI7 Institutional Impact Milestone1 of Africa Centre of Excellence for Development Impact (Ace)