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**: WEDNESDAYS:** UNIZIK T-SHIRT, **FRIDAYS:** NATIVE WEARS

The Management of Nnamdi Azikiwe University, Awka has called for more seriousness on its staff adherence to biometric attendance.

In a circular to the community dated January 17, 2020 which was issued by the Registrar, Barr. Philomena I. Okoye, members of staff were advised to take biometric attendance seriously as sanctions will be meted out to late comers beginning from the end of January, 2020.

The Registrar, however noted the various excuses given by staff for not taking the exercise serious, such as the claim that the power is not effective or that the machines are not perfectly functional. She rather warned that queries will henceforth be issued to defaulters and more severe disciplinary action taken when and where necessary.

The Vice-Chancellor, Prof. Charles Esimone, FAS has charged new students of the University to refrain from vices which will be inimical to their continued stay in the institution. The Vice-Chancellor gave this charge while addressing the students at the 3-day Orientation programme organized for them.

Prof. Esimone harped on certificate forgery and mutilation of any form. In his words, "If the certificates you submitted at the Admission Office are forged, my candid advice to you is that you pack your bag and baggage and leave now.”

He further stated that there is a standing Senate Committee that does the verification and if any certificate is forged or mutilated even for one subject, the student will be expelled and handed over to the police.

He informed the students that the installation of Close Circuit Television (CCTV) cameras in examination halls has intensified as the institution frowns sternly at any form of examination misconduct.

“The University does not condone examination misconduct in any form and takes strong disciplinary action as soon as it is detected. You are not allowed to sit for any examination for anybody or ask someone to write any exam for you. You’re not allowed to talk to anybody except the invigilator”, he warned.

The Vice-Chancellor advised that students must attend at least 75 percent of lectures before they are allowed to sit for the examinations. Secret societies or cultism, he warned are banned in Nigerian universities and are not tolerated at all in UNIZIK.

He equally urged them to avoid such vices as rape, robbery and fighting among other things so that they will have a successful career in the University. The VC also counselled the students to use opportunities offered by the institution for conducive learning which includes work-aid scheme, which offers indigent students financial assistance, group personal insurance scheme, well equipped common rooms for relaxation, etc.

Present at the flag-off of the Orientation course include the Deputy Vice-Chancellor (Academic), Prof. Frederick Odibo; the Registrar, Barr. Philomena Okoye; the Bursar, Mrs. Joy Ojukwu; the Dean of Student Affairs, Prof. Nonso Achebe; the Director, Academic Planning, Prof. Joseph Ikechebelu; the Chief Security Officer, Mr. Lawrence Okeke, among others.

Additional guidelines for conference attendance intervention have been released by the authorities of the Tertiary Education Trust fund (TETFUND).

In a release by the Executive Secretary dated 2nd January, 2020 which was addressed to the Vice-Chancellor, Nnamdi Azikiwe University Awka and signed by the Ag. Director, Academic Staff Training and Development, Arc Babatunde Olajide, the requirements for conference attendance intervention were stated as:

1. Submission for conference attendance intervention should be made quarterly both in hard and soft formats
2. The ratio of allocation of funds between academic and non-teaching staff is 70% to 30% respectively

iii. Submission for a conference, that is less than three (3) months of taking place will not be accepted for processing Beneficiary institution are advised to collate requests for sponsorship from their staff very early, not latter than 5 months, so that the submission will reach the Fund not later than three (3)months to the time any of the listed conference/workshop will take place.

iv. All eligible academic conference must be organized by academic institution that is University, faculties and departments.

v. All other conference /professional conference must be organized by learned societies, recognized and /or reputable professional bodies.

vi. The Fund will decline approval for conference that are to be held abroad but are arranged and organized by local bodies/organizer.

vii. Attendance of conference approved by the fund is mandatory. The Fund monitors the attendance of both local and international conference it is sponsoring.

viii. The Fund will endeavor to send notification of the approval to the beneficiaries via email while the approved conferences are being processed for the release of funds. Applicants are to provide the Fund with authentic, official email address which the authorities could use to communicate them.

Meanwhile, the following conferences were listed as the ones not to be supported by the Fund:

A. Conference whose organizers are listed on the Beall’s list. A guide to determine the genuineness of a conference and its organizers could be sought on [www.thickcheckattend.org](http://www.thickcheckattend.org)

B. Multi-disciplinary conferences that have no specific focus. Such conferences that combine various field into the conference

C. Conferences organized by third parties or agents and not solely by a recognized /reputable organizer

D. Conferences not organized by well established and recognized professional bodies

E. Predatory conferences, which are solely for profiteering and not for deepening academic learning /research, these are easily recognized by their high conference fee, prompt turn around time of paper assessment, juicy rewards, use of free of email addresses and low quality research presentation amongst several others

F. Academic conferences with no accepted paper to be presented at the conference.

G. Conferences with no fliers, no clear theme, unspecified timelessness and having no indication of conference fee.

H. Conference and workshops in excess of a maximum of five (5) days

I. Conference with registration fee in excess of a maximum of one hundred thousand (N100, 000) for local conferences and $500.00 for foreign –based conferences.

Lastly, the Executive Secretary calls on the University to align with the guidelines to minimize the trend of rejection of application submitted for sponsorship as well as being wary of fraudulent conferences, scam conferences and predatory conferences organized by revenue-seeking companies and individuals.

2. ***Any Student*** who wishes to apply for bus should do the following:

a. Apply to the VC, thru the Coordinator Transport, thro the Dean Student Affairs, thru the HOD with his/her University ID card attached.

b. Number b-d above then applies

**B. REPAIR OF VEHICLES**

Henceforth, No officer or Unit is allowed to effect repairs on their vehicle without writing to the Vice-Chancellor through the Coordinator transport for approval. This would enable the mechanical team to confirm the fault and effect the repairs accordingly.

Before any University vehicle is used for far journey, it is advisable for the Transport Office to be informed so as to know the status

**A. APPLICATION FOR BUS**

1. ***Any Staff*** of the University that wants to hire bus should do the following:

1. Apply to the Vice-Chancellor through the Transport Coordinator with a photocopy of the Staff’s University Identity card compulsorily attached.
2. When the availability of bus is confirmed, RRR shall be generated for the staff at the Transport Division which the Staff would use to pay N18, 000 for Coaster bus and N15, 000 for 15-18 seater bus to the remittal.
3. The Staff shall submit N5000 to the Transport Unit which is the stipend for the driver.
4. The above arrangement is for states in the Southeast. Any trip outside of the zone shall be negotiated with the Division prior to any payment.

The Vice-Chancellor, Prof. Charles Esimone, FAS has been decorated with a Paul Harris Fellowship award by the Rotary club. The award presentation was made during the courtesy visit of the Awka chapter of the club led by Prof. Uche Nwogwugwu.

Presenting the award to the Vice-Chancellor, the District 9142 Chairman on Peace and Conflict Resolution, Rotarian Chike Ekwueme, commended him for his developmental strides in the University and for his support to charity not just in Rotary, but in diverse ways. Rotarian Ekwueme noted that the club has continued to partner with various units within the University especially the anti-cult unit where billboards addressing ills such as cultism, indecent dressing, and maintenance of clean environment have been erected at strategic points in the institution.

He equally disclosed that efforts are in top gear with some foreign based partners to send medical equipment to the varsity’s medical centre.

The Vice-Chancellor in his remark expressed gratitude to the club on the honour bestowed on him, stating that this would spur him to do more. Prof. Esimone thanked them for the support and growing partnership, encouraging them to continue in the light of Rotary’s mission and vision towards dispersing hope to the less privileged.

Earlier in his remark, Prof. Nwogwugwu, thanked the Vice-Chancellor for identifying with Rotary especially his immense support towards the eradication of Polio.

The Nigerian Society of Engineers (NSE) and the Nigerian Institute of Electrical and Electronics Engineers (NIEEE) have bestowed Fellowship award on Engr. Dr. Oseloka Augustus Ezechukwu of the Department of Electrical & Electronics Engineering. The awards, according to the respective organizations, were due to his relentless efforts and immense contributions to the development of Engineering.

Presenting the awards to the Deputy Vice-Chancellor (Academic), Prof. Frederick Odibo on behalf of the Vice-Chancellor, Engr. Ezechukwu appreciated him for his support and encouragement, pledging not to relent in contributing his quota towards the actualization of #Project 200.

Congratulating the Awardee, Prof. Odibo urged him to continue striving for greater heights in his profession noting that this feat is in tandem with the #Project200 drive of the University.

In his remark, the Dean, Faculty of Engineering, Prof. Harold Godwin expressed appreciation to the Vice-Chancellor for his support and encouragement,

especially to members of staff.

Newly employed staff of the Internal Audit unit recently underwent an orientation course.

Addressing the new staff, the Deputy Director of the unit, Mr. Paul Ifezue spoke on the role of the unit, the prospect and challenges. He further emphasized on the importance of public procurement act, 2007 in the operation of the unit.

He listed the functions of the unit to include vetting of payment vouchers, review of budget performance, conducting special investigation, cash counting, among others.

He outlined qualities expected of the staff in the unit to include honesty, integrity and responsibility, etc. Mr. Ifezue informed the staff that internal audit staff are entitled to some benefits which includes an opportunity of interaction with stakeholders, understanding of the university audit culture.etc.

As part of its drive to encourage reading culture and to improve on the skills of the youths, the Department of Industrial and Production Engineering of Nnamdi Azikiwe University, Awka is organizing an inter-secondary schools’ debate competition .

In a release by the Head of department, Engr. (Dr. Chika E. Mgbemena, the competition is scheduled to hold as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **STAGES** | **DATE** | **VENUE** | **TIME** |
| 1. | First Round | 28th Jan. 2020 | Department of Industrial & Production Engineering, NAU Awka | 9.00am |
| 2. | Second Round | 4th Feb. 2020 | Department of Industrial & Production Engineering NAU, Awka | 9.00am |
| 3. | Third Round | 11th Feb 2020 | Department of Industrial & Production Engineering & NAU, Awka | 9.00am |

The first round of competition was between UNIZIK High School Awka and National Secondary School, Awka. The topic for the debate was “Ergonomics should be given paramount consideration in Engineering designs.” UNIZIK High school were the one that proposed in support while National High School Awka stood against the proposition.

Meanwhile, the underlisted school are to participate in the second and third rounds of the debate respectively:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **IN SUPPORT** | **AGAINST** | **TOPICS** |
| 1. | Redeemers’ High School, Awka | Gran Hermano Secondary Sch. Awka | Productivity, rather price increment is a better means of enhancing profitability |
| 2. | Igwebuike Grammar School, Awka | St. John of God Secondary Sch. Awka | The Industrial engineers are best suited for the role of project managers |
| 3. | Girls’ Secondary School, Awka | Federal Science Tech. Coll. Awka | Industrialization is the needed remedy for the current economic situation in Nigeria |

The Management of Nnamdi Azikiwe University, Awka led by the Vice-Chancellor, Prof. Charles O. Esimone, FAS was on hand at Enuma Aku village, Ezinifite, Aguata local government area over the weekend to condole with the Deputy Vice-Chancellor (Administration), Prof. Carol Arinze- Umobi and the Principal of UNIZIK High School, Lady Chibuzor Victoria Onyejike over the loss of their mother-in-law and mother respectively.

Addressing the bereaved family at the occasion, the Vice-Chancellor opined that the loss of late Mrs Jemimah Chinweuche Umobi (JP) was a big loss to both the family and the University. He prayed for the repose of the faithful. Prof. Esimone further noted that about forty percent of the members of his management team were from Aguata local government area and as such urged the people to count their blessings for such a privilege.

Earlier in his response on behalf of Umobi family, the eldest son of Prof. Arinze-Umobi, Mr Somtoo Arinze-Umobi thanked the University Management for finding time to commiserate with them. In his words “I lack words in receiving the cream of the University personalities’’. He concluded by calling for God’s guidance and protection of the Vice-Chancellor and the University community.

On the Vice-Chancellor’s entourage were the following: Prof. Frederick J.C Odibo, DVC (Academic); Barr. Philomena Okoye, the Registrar; Mrs. Joy Ojukwu, the Bursar; Prof. Okwudili Udemezue, Provost College of Health Sciences, Nnewi; Prof Ada Sam Omenyi, Director, Continuing Education Programme (CEP); Rev Prof. Obiora Nwosu, University Librarian; Prof. Ngozi Anyikwa, Director, Chike Okoli Centre for Entrepreneurial Studies (COCES); Arc. Damian Oduche, former Director, Physical Planning Unit; Engr Dan Arinze, Ag. Director Physical planning Unit, Mr Gozie Egwuatu, Special Assistant to the Vice-Chancellor on Budget, Projects and Risk Management (SAVCEBRM) , Barr. C.C Okeke, Special Assistant to the VC on legal matters, Prof Peter Nnabude , Special Assistant to the Vice-Chancellor on Land and Natural Resources Management (SAVCLNRM), Mr E.C Okoye and Rev. Nwakamma and the University Chief Security Officer, Mr Lawrence Okeke and Mrs Ogonna Nwokeke, Deputy Registrar; (Council Unit).

This is strictly for UNIZIK students and it will kick off on Saturday, 1st February 2020.

***The games involved include:***

**Inter-departmental football league**

1st position - N40, 000,

2nd position - N30, 000

3rd position - N10, 000

**Basketball tournament**

1st position - N30,000

2nd position - N20, 000

**Lawn tennis League**

1st position - N20,000

2nd position - N10,000

**Table tennis**

1st position - N15,000,

2nd position - N10,000

**5km racing**

**Male**

1st position - N20,000,

2nd position - N10,000,

3rd position - N5,000

**Female**

1st position - N20,000,

2nd position - N10,000,

3rd position - N5,000

These would be won individually

***Registration form will be available from* Monday 20th-30th January 2020.**

**Venue for registration is at**

 Giant house SUG Complex

 **Time:** 3:00pm-6:30pm

**Comr. Nwabuwa Chiemerie Favour**

**(Dr. Smart )**

**SUG Director of Sports**

**08133234090**

The SANDWICH Programme of UNIZIK, Awka offers various courses leading to the Award of Bachelors Degree and Associate Certificate in Education during Easter and Long Vacation Periods

**(1) DURATION OF THE DEGREE PROGRAMME:** The Degree Programme is of:

1. Four (4) year duration and
2. Five (5) year duration, depending on one’s level of passes in

**NCE, OND, HND, UNIZIK DIPLOMA, ASSOCIATE CERTIFICATE AND NABTEB A’ LEVEL.**

Plus credit level passes in relevant subjects in S.S.C.E., G.C.E., W.A.S.C., T.C.II or their equivalents.

Faculty/Departmental requirements must also be fulfilled.

**(2) DURATION OF THE ASSOCIATE CERTIFICATE PROGRAMME (ACP) IN EDUCATION:** The Associate Certificate Programme in Education is of 2-Year duration. Successful completion of the programme will provide opportunity for Admission into the 4-Year Degree programme.

**Admission Requirement**: 5 Credit level passes. Credit in English and Maths is required. However, for some courses pass in Maths is accepted.

**Courses will be offered in the following**

**Departments in combination with**

**Teaching Subjects:**

**i. ADULT &CONTINUING EDUCATION:**

**ii. EDUCATIONAL MANAGEMENT AND POLICY:**

**iii. EDUCATIONAL FOUNDATIONS:**

**iv. GUIDANCE AND COUNSELLING**

**v. SCIENCE EDUCATION**

**vi. TECHNOLOGY & VOCATIONAL EDUCATION**

**vii. HUMAN KINETICS AND HEALTH EDUCATION**

**viii. EARLY CHILDHOOD AND PRIMARY EDUCATION**

**PROCEDURE FOR APPLICATION**

* Go to Sandwich Unit UNIZIK for Certificate sighting
* Visit the Registration point at the Sandwich Unit.
* Generate RRR pin for payment for application form.
* For Degree Programme, go with the RRR printout, to any Bank within the campus and make payment of N10,000.00 for application form.
* For Associate Certificate Programme, the cost of Application Form is N5,000.00

**RETURN OF COMPLETED FORMS**

* Candidate should Proceed to the Sandwich Unit’s General Office to submit a photocopy of the online (application form)
* printout with photocopies of the claimed qualifications securely attached to the application form.

**For further enquiries, please contact**

**The Director: Prof. U.J. Obidiegwu**

**07035958009, 08026694297, 07062172629, 08137588973.**

Applications are invited from suitably qualified candidates for admission into the 2019/2020 Academic Session of Diploma Programme of Chike Okoli Centre for Entrepreneurial Studies (COCES), Nnamdi Azikiwe University, Awka. The form can be purchased in any of the banks nationwide at a cost of N8,000.00 (Eight Thousand naira) only.

**QUALIFICATION**

The minimum academic qualification is five O'level credits which must include English Language, Mathematics, as well as Economics or Commerce in not more than two sittings.

**METHOD OF APPLICATION**

Sale of forms commences on Monday, 4th November, 2019 and the following procedure should be adopted by the candidates:

- Visit portal.unizik.edu.ng/coces

- Read the instructions on the homepage

- Click on the CONTINUE button when you are

 Done reading the instruction

- Click on CREATE ACCOUNT button

- Select COCES as the program

- Enter your surname, first and middle name, also

 enter your email, phone number and password

- Click on SUBMIT button

- A page displaying your email and password will

 appear, click on continue to login

- Login with your email and password

- Click on STEP ONE to generate RRR for ICT and

 Application form

- Proceed to bank to make the payment

- Login to the portal, click on STEP TWO, type in

 The RRR and confirm each of them

- Once the confirmation is successful, click on

**STEPTWO**

- Fill the application form, step by step

- You can save each stage and return to continue

 the application at any time within the application

 period

- Once you get to the last stage of the application,

 preview what you fill

- If all information is complete and correct, check

 the AGREE box and click on SUBMIT button

- Print out the Application Form

**Successful candidates will be expected to choose two vocational skill areas of interest from the underlisted vocational skills offered at the Centre.**

1) ICT

- CISCO (Networking)

- Coding

- Microsoft Office and ICT Training

- AutoCAD

- ArchiCAD (2D & 3D)

- Web Design and Development

- Computer Programming

- Closed Circuit Television (CCTV, LAN)

- Solid Works, Ansys, AutoDesk Inventor

2) Knitting

3) Wire Work & Beading

4) Confectionery/Cookery

5) Millinery (Hat Making)

6) Fashion Designing

7) Bag & Shoe Making

8) Makeover & Gele Artistry

9) Hair Dressing & Nail Technology

10) Event Planning & Management

11) Textile/Monogramming

12) Graphic/Photography

13) Bee Keeping & Honey Production

14) Auto Mechanics

15) Paint Production

16) Household Chemicals Production

17) Cosmetology

18) Fishery & Aquatic Management

19) Woodwork Technology

20) Snail Rearing

21) Poultry

22) Electrical Work

23) Electronics/Computer

24) Welding & Fabrication

25) Grass Cutter Production

26) Rabbit Production

27) White Rat Production

**For more enquiries please call: 07036665241,**

**08037512208 or 08068628588**

Applications are here by invited from suitable/ qualified candidates for admission into the 2019/2020 Academic Session of Pre-science Programme, Nnamdi Azikiwe University, Awka.

**QUALIFICATION:**

The minimum academic qualification is five O’ Level credits which will include English, Mathematics and any other three relevant science subjects in SSCE, NECO,GCE and NABTEB at not more than two sitting.

**METHOD OF APPLICATION:**

Sale of form commences on 14th October, 2019 on payment of the sum of N10,000.00 and the following procedure should be adopted by the candidates:

**Ar-Visit portal.unizik.edu.ng/prescience**

* Click on “Create Account
* On the form enter your email, phone number, password, select the access level and click on “submit”
* Your login details will be sent to your email address instantly
* Continue with the application by logging in with the login credentials sent to your email
* After successful login, click on Step One, click on Generate Application from RRR
* Print RRR (Remita) page; proceed to any bank of your choice Nationwide to make a payment of N10,000 only
* Login to the portal click on Step Two, click on Confirm Payment, enter the RRR Number and click on verify payment confirmation is successful, or if you get notification payment already verified, then proceed to step Three
* Click on Step three, click Fill Application Form, Fill out the application form. You can save each stage of the application and continue at a later time. Also you can edit your information as often possible. However, once you submit your Application, you cannot edit again.
* Check the “I Agree” box and click on Submit”
* Print out the Application Form as Your copy.

**The Pre-Science Programme is only for candidates who are interested in the following Faculties/Departments**

1. **FACULTY OF AGRICULTURE**
2. Department of Agricultural Economics
3. Department of Animal Science and Technology
4. Department of Crop Science and Horticulture
5. Department of Fisheries and Aquaculture
6. Department of Food Science and Technology
7. Department of Forestry and Wild Life Management
8. Department of Soil Science and Land Resources management

**ii. FACULTY OF BASIC MEDICAL SCIENCES**

1. Department of Anatomy
2. Department of Human Physiology
3. Department of Human Biochemistry

**iii. FACULTY OF BIO-SCIENCES**

1. Department of Applied Microbiology and Brewing
2. Department of Applied Biochemistry
3. Department of Botany
4. Department of Parasitiology and Entomology
5. Department of Zoology

**iv. FACULTY OF EDUCATION**

1. **Department of Science Education with option in**

1. Science Education/Biology

2. Science Education/Chemistry

3. Science Education/Computer Science

4. Science Education/Integrated Science

5. Science Education/Physics

6. Human Kinetics and Health Education

**b.** **Department of Technical Education with options in**

1. Electrical and Electronics Technology

2. Mechanical and Automobile Technology

3. Wood work and Building Technology

1. **FACULTY OF ENGINEERING AND TECHNOLOGY**

 a. Department of Agriculture and Bioresources Engineering

 b.Department of Chemical Engineering

1. Department of Civil Engineering
2. Department of Electrical Engineering
3. Department of Electronics and Computer Engineering
4. Department of Industrial and Production Engineering
5. Department of Mechanical Engineering
6. Department of Metallurgical/Material Engineering
7. Department of Polymer and Textile Engineering
8. **FACULTY OF ENVIRONMENTAL SCIENCES**
9. Department of Architecture
10. Department of Building
11. Department of Environmental Management
12. Department of Estate Management
13. Department of Geography & Meteorology
14. Department of Surveying and Geo-Informatics
15. Department of Quantity Surveying
16. **FACULTY OF HEALTH SCIENCE AND TECHNOLOGY**
17. Department of Medical Laboratory Science
18. Department of Medical Rehabilitation/Physiotherapy
19. Department of Nursing Sciences
20. Department of Radiography
21. Department of Environmental Health Sciences
22. **FACULTY OF MEDICINE**
23. **FACULTY OF PHARMACEUTICAL SCIENCES**
24. **FACULTY OF PHYSICAL SCIENCES**

a. Department of Computer Sciences

b. Department of Geological Sciences

c. Department of Mathematics

d. Department of Physics and Industrial Physics

e. Department of Pure and Industrial Chemistry

e. Department of Statistics

f. Department of Geophysics.

***All completed forms online should be printed and submitted at the Pre-Science Office without delay.***

**BEREAVEMENT**

**The Vice-Chancellor, Prof. Charles Esimone, FAS regrets to announce the demise of:**

* Mazi C.V.O. Okereke, who died at the age of 84 years. Until his death, he was the pioneer Registrar of Anambra State University (Chukwuemeka Odimegwu Ojukwu University) and father to Arc. Iyke Okereke of the Department of Architecture. **Funeral Arrangements:** Service of Songs holds on Monday, 24th February 2020 at his residence in Ndikpa Village, Ndikelionwu while the Burial Service & Funeral rites takes place on Thursday, 27th February by 10am at his residence.
* Dr. Godson Uzoma Ahuchogu after a brief illness. Until his death, Dr. Ahuchogu was a retired Senior Lecturer at the Faculty of Law, Nnamdi Azikiwe University, Awka. **Burial Arrangement:** 14thFebruary, 2020 - Service of songs at his residence, No 7 Oboro Street, Independence Layout, Enugu**,** 6th February, 2020 - Wake keep at his country home Urugba Avor Ntigha, Isida Ngwa North LGA, Abia State**,** 7th Feruary, 2020 - 11.30 - Body leaves Gateway Mortuary Ntigha to his family compound Late Pa Fred A. Ahuchogu, Umugba Avor Ntigha, 12noon - Lying in state, 12.30 pm - Funeral Service – Interment.

**VICE – CHANCELLOR’S SECURITY LINES**

Please if you have any information on any matter bothering you ranging from extortion of money, sexual harassment, intimidation or bad work habit. Kindly send a **text** to the following numbers **08063786022, 07034388764** and the Vice-Chancellor will investigate and take action. Confidentiality is assured.

***This Bulletin is printed and published by the Directorate of Information & Public Relations (DIPR) of the Vice – Chancellor’s office.***