

**FEDERAL UNIVERSITY OF TECHNOLOGY,
MINNA, NIGERIA**



PROCEDURE FOR MONITORING AND EVALUATION

1. Introduction

The monitoring and evaluation (M&E) framework of the Federal University of Technology, Minna, Nigeria is a process for gathering information for evaluating the effectiveness of the curriculum and ensuring that the intended, implemented and attained curricula are aligned. The M&E document helps to track and assess the results of the interventions throughout the life of a programme. It is a living document that is referred to and updated on a regular basis. The procedure for M&E involves several steps which are highlighted in this document.

2. Monitoring and Evaluation of Teaching

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Train at least 1 technologist from each faculty in modern laboratory equipment by May, 2023	Numbers of technologist trained on e-learning	Technology staff in the University	Number of technologists	Monthly report from staff training	Survey	Monthly	Director, Information and Technology Services (ITS)

S/No	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Provide at least 10% of lecture rooms with state-of-the-art teaching facilities by August, 2024	Number of Lecture rooms upgraded with state-of-the-art teaching facilities	Lecture rooms	Number of lecture rooms	Monthly	Survey	Monthly	Director physical planning and works; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Train at least 60% of academic staff in modern techniques of teaching by August, 2024	Invitation letter written and date agreed by the facilitator	Other written letters	Letter to the Facilitator	Monthly report	Survey	Monthly	Registrar
2	Train at least 60% of academic staff in modern techniques of teaching by August, 2024	Numbers of academic staff trained on modern techniques of teaching	Academic staff	Number of academic staff	Monthly report	Survey	Monthly	Vice-Chancellor

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By 2026 all lecturers in the university will use modern technology tools to deliver the curriculum	Memo sent out to all faculty, departments and units	Other written memos	Letter to all academic staff	Monthly report	Survey	Monthly	The Registrar
2	By 2026 all lecturers in the university will use modern technology tools to	All the academic staff have been trained on the use of modern technology tools	Academic staff	All academic staff	Monthly report	Survey	Monthly	Deputy Vice-Chancellor (Academic)

deliver the curriculum								
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3. Monitoring and Evaluation of Research and Innovation

S/N o.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Train all academic staff on how to win research grants by July, 2023	DRID Centre established and Director appointed	Competent Professors in the University	One Professor	Staff files	Assessment of Professors' Curriculum vitae	Once	Vice-Chancellor
2	Train all academic staff on how to win research grants by July, 2023	Five DRID staff employed	DRID Director	Five DRID staff	Monthly report from registry unit	Survey	Monthly	Registrar
3	Train all academic staff on how to win research grants by July, 2023	DRID staff trained on winning grants	DRID Staff	All DRID staff	Monthly report from staff training unit	Survey	Monthly	Vice-Chancellor
4	Train all academic staff on how to win research grants by July, 2023	All academic staff trained on winning research grants	DRID staff	All academic staff	Monthly report from staff training unit	Survey	Monthly	DRID Director

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By November, 2023 all academic staff would have enrolled in Google Scholar, Scopus and Academia	Memo sent out to all faculty, departments and units	Registry staff	All university staff	Monthly report from registry unit	Survey	Monthly	The Registrar
2	By November, 2023 all academic staff would have enrolled in Google Scholar, Scopus and Academia	Majority of the academic staff are enrolled on Google Scholar, Scopus and Academia	Principals Officers enrolled on Google Scholar, Scopus and Academia	Majority of academic staff	Monthly report from Director, Information Technology unit	University website Survey	Monthly	Deputy Vice-Chancellor (Academic)
3	By November, 2023 all academic staff would have enrolled in Google Scholar, Scopus and Academia	All academic staff are enrolled on Google Scholar, Scopus and Academia	Majority of academic staff are enrolled on Google Scholar, Scopus and Academia	All academic staff	Monthly report from Director, Information Technology unit	University website Survey	Monthly	Deputy Vice-Chancellor (Academic)

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By 2027 at least 10% of academic staff would have won at least a prize in research for solving national, regional and global problems.	Available research adverts sent to all academic and non-academic staff	Available advert(s) on research grant	All advertised research grants	Weekly report from Director of DRID	Survey	Weekly	Director of DRID
2	By 2027 at least 10% of academic staff would have won at least a prize in research for solving national, regional and global problems.	Majority of the academic staff have applied for research grants	Majority of academic staff	All academic staff	Weekly report from Director of DRID	Survey	Weekly	Director of DRID

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	From December 2024, the citations of scholars in the university will increase by a factor of 8% annually	Memo sent out to all faculty, departments and units	Registry staff	All staff	Monthly report from the Registrar	Survey	Monthly	The Registrar
2	From December 2024, the citations of scholars in the university will increase by a factor of 8% annually	Majority of the academic staff have updated their Google Scholar, Scopus and Academia accounts	Five academic staff	All academic staff	Monthly report from Deputy Vice-Chancellor (Academic)	Survey	Monthly	Deputy Vice-Chancellor (Academic)

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By 2027, the university will be among the top 7 in research ranking in Nigeria.	Details of all research grants won collated	Research grant won by the Director, DRID	All research grants won	Monthly report from the Director DRID	Survey	Monthly	The Director of DRID
2	By 2027, the university will be among the top 7 in research ranking in Nigeria.	Submission made for 2027 research ranking exercise	List of grants won	Grants submission	Monthly report from the Director DRID	Survey	Monthly	The Director of DRID

4. Monitoring and Evaluation of Infrastructural Development

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Provide state-of-the-art laboratory equipment in at least 10% of the laboratories in the university by February, 2024	Number of laboratories upgraded with state-of-the-art equipment	laboratories in the university	Number of laboratories in the university	Monthly report	Survey	Monthly	Director physical planning and works; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Build 1000 capacity lecture theatre in the faculty with large number of students by March, 2025	1000 capacity lecture theatre built in the faculty with large number of students	Lecture rooms	1000 capacity lecture theatre	Monthly report	Survey	Monthly	Director physical planning and works; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Build 500 bed capacity students' hostel by December, 2025	500 bed capacity students' hostels built	Students hostel	500 bed capacity students' hostels	Monthly report	Survey	Monthly	Director physical planning and works; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Build a road network to 500 bed capacity students' hostels by March, 2026	Road constructed to 500 bed capacity students' hostels	Bad road network to 500 bed capacity students' hostels	Tarred road network to 500 bed capacity students' hostels	Monthly report	Survey	Monthly	Director physical planning and works; Tender board approved contractors

S/No	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Build an entrepreneurial Centre for skills acquisition by January, 2027	Entrepreneurial Centre built	Shops	Entrepreneurial Centre	Monthly report	Survey	Monthly	Director physical planning and works; Tender board approved contractors

5. Monitoring and Evaluation of Technology Acquisition

S/N o.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	Provide state-of-the-art computers in at least 3 computer laboratories in the university by June, 2023	Number of laboratories upgraded with state-of-the-art computers	Laboratory Computers	Number of computer laboratories in the university	Monthly report	Survey	Monthly	Director Information Technology Services; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By October 2023, provide state-of-the-art Internet facilities in the university	State-of-the-art Internet facilities provided for the university	Computers in the university	State-of-the-art Internet facilities	Monthly report	Survey	Monthly	Director Information Technology Services; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By December 2023, procure state-of-the-art software tools for the computer laboratories	State-of-the-art software tools procured for the laboratories	Computers in the laboratories	State-of-the-art Software tools	Monthly report	Survey	Monthly	Director Information Technology Services; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By February, 2024, train at least 50% of all academic and technical staff in the university on e-learning delivery	Published training manual on e-learning delivery	Other training manuals	Training manual on e-learning delivery	Monthly report	Survey	Monthly	Director, E-learning Centre
2	By February, 2024, train at least 50% of all academic and technical	Numbers of academic and technical staff trained on e-learning delivery	Academic and technical staff	Numbers of academic and technical staff	Monthly report	Survey	Monthly	Director, ITS

	staff in the university on e-learning delivery							
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S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By April, 2024, train at least 70% of non-academic staff in the university on office software usage	Published training manual on office software usage	Other training manuals	Training manual on office software usage	Monthly report	Survey	Monthly	Director, ITS
2	By April, 2024, train at least 70% of non-academic staff in the university on office software usage	Numbers of non-academic staff trained on office software usage	Non-academic staff	Numbers of non-academic	Monthly report	Survey	Monthly	Director, ITS

6. Monitoring and Evaluation of Community Services

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By March 2024, at least 4 inaugural lectures would have been presented to the public	4 inaugural lectures presented by 4 professors from different faculties	Class lectures	4 inaugural lectures	Monthly report	Survey	Monthly	Director, University Seminar and Colloquium Committee; Notification to the university community and the public on date, topic and professor

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By December 2024, drill at least 2 boreholes within the host community of the university	2 boreholes drilled in 2 different host communities of the university	Boreholes within the university	2 boreholes within the host community	Monthly report	Survey	Monthly	Director Physical planning and works; Tender board approved contractors

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By July 2024, train at least 10 youths in the host community of the university on skill acquisition in ICT	10 youths in the host community trained on ICT	ICT staff	10 youths in the host community	Monthly report	Survey	Monthly	Director, ITS

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By November 2024, present a public lecture on current trends in ICT	Public lecture presented by a professor from any of the faculties	Professors	Public lecture presented by a professor	Monthly report	Survey	Monthly	Director, University Seminar and Colloquium Committee; Notification to the university community and the public on date, topic and professor

S/No.	Strategic Objective	Performance Indicator	Baseline	Target	Source(s) of Data	Data Collection Method	Frequency	Action by
1	By March 2025, present a public lecture on awareness on cybercrimes and prevention	Public lecture presented by a professor from Cybersecurity Department	Professors	Public lecture presented by a professor	Monthly report	Survey	Monthly	Director, University Seminar and Colloquium Committee; Notification to the university community and the public on date, topic and professor

7. Conclusion

This M&E plan is a product of the FUT Minna consensually agreeing with stakeholders on the following strategic goals for 2022-2027:

1. Train at least 2 academic staff from each department in modern methods of teaching between by January, 2023 and December, 2023.
2. Train at least 1 technologist from each faculty in modern laboratory equipment by May, 2023.
3. Provide at least 10% of lecture rooms with state-of-the-art teaching facilities by August, 2024
4. Train at least 60% of academic staff in modern techniques of teaching by August, 2024
5. By 2026 all lecturers in the university will use modern technology tools to deliver the curriculum
6. Train all academic staff on how to win research grants by July, 2023
7. By November, 2023 all academic staff would have enrolled in Google Scholar, Scopus and Academia
8. By 2027, at least 10% of academic staff would have won at least a prize in research for solving national, regional and global problems.
9. From December 2024, the citations of scholars in the university will increase by a factor of 8% annually
10. By 2027, the university will be among the top 7 in research ranking in Nigeria.
11. Provide state-of-the-art laboratory equipment in at least 10% of the laboratories in the university by February, 2024
12. Build 1000 capacity lecture theatre in the faculty with large number of students by March, 2025.
13. Build 500 bed capacity students' hostel by December, 2025
14. Build a road network to 500 bed capacity students' hostels by March, 2026.
15. Build an entrepreneurial Centre for skills acquisition by January, 2027
16. Provide state-of-the-art computers in at least 3 computer laboratories in the university by June, 2023
17. By October 2023, provide state-of-the-art Internet facilities in the university.
18. By December 2023, procure state-of-the-art software tools for the computer laboratories.
19. By February, 2024, train at least 50% of all academic and technical staff in the university on e-learning delivery
20. By April, 2024, train at least 70% of non-academic staff in the university on office software usage
21. By March 2024, at least 4 inaugural lectures would have been presented to the public
22. By December 2024, drill at least 2 boreholes within the host community of the university
23. By July 2024, train at least 10 youths in the host community of the university on skill acquisition in ICT
24. By November 2024, present a public lecture on current trends in ICT
25. By March 2025, present a public lecture on awareness on cybercrimes and prevention

In further consultations with stakeholders, the university developed Plans of Action for achieving each of the strategic goals. In the course of its work, five themes were identified and five goals

were developed for each of them. These were Teaching, Research and Innovation, Infrastructural Development, Technology Acquisition, and Community Services. The implementation of the 5-year plan is expected to cost eleven billion eighty-four million, fifty thousand Naira only (**N11,084,050,000.00**). The cost-sharing scheme proposed for carrying the funding burden is 70% by the Federal Government of Nigeria, 25% from internally-generated revenue of the university and 5% from other sources including alumni, endowment and donor support.



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