



THE INSTITUTE OF INFORMATION AND RECORDS MANAGEMENT OF NIGERIA



...Linking the past with the present and the future intellectually and professionally

(Approved by Federal Ministry of Education and Established by Act. No. 1 of 1990)

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Chief Jide Ayeni Ph.D.; JP; FCIRM, FCPA
President/Chairman

Ref: TIIREM/TA/ATIS/02/46

11th December 2025

TRUSTEES

Emeritus Prof. Olayide
Abass (OON)

Prof. (Mrs.) Bimpe
Abayade

Prof. Mohammed
Aminu Fagge

Prof. H O D
Longe

Prof. Chuks P.
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Gandu

L/Evang. (Dr.) Janet O
Fashakin

Dr. (Mrs.) Margaret
Bahal

Chief (Dr) Jide
Ayeni

Dr. Ibro. M.
Tahir

Rev. N. V.
Omoregie

Abdul S. Aji

The Honourable Minister of Education
The Executive Secretaries, Nigerian Universities Commission, TETFUND, NBTE, NCCE
The Commissioners of Education in all States of the Federation
All Vice Chancellors, Rectors, Provosts of
Federal/State/Private Universities, Polytechnics/Monotechnics and COEs

SPECIAL NATIONAL TRAINING SEMINAR ON ACADEMIC PLANNING, MONITORING, AND EVALUATION IN NIGERIAN TERTIARY INSTITUTIONS

We have the honour to submit to your office the letter in respect of our special seminar on Academic Planning, Monitoring and Evaluation in Nigerian Tertiary Institutions. We are going to discuss extensively, the following modules and specific topics:

A. Academic Planning, Monitoring and Evaluation in Nigerian Higher Institutions

Module 1: Conceptual and Foundational Issues

Module 2: Strategic Academic Planning

Module 3: Monitoring of Academic Programmes and Activities

Module 4: Evaluation of Academic Performance and Outcomes

Module 5: Challenges and Best Practices in APME in Nigeria

B. Cases Of Academic Planning Successes in Nigeria

C. The Academic Planning Challenges

C. How a Specific Nigerian University has Successfully Implemented its EMIS/DATA System

D. Examples of how the Nigerian Higher Education System Is Leveraging Its Academic Planning

E. Framework to Address the New Core Curriculum and Minimum Academic Standards (CCMAS)

F. Challenges in Ccmass Implementation

G. Global Competitiveness and Sustainability

H. Staff Mix by Rank

TARGET AUDIENCE

Senior University and Ministry of Education Leadership such as Vice Chancellors, Rectors, Provosts, Presidents, .

Academic and Programme Managers such as Deans, Heads of Departments, and Programme Coordinators.

Monitoring and Evaluation Specialists such as M&E Officers, Planning Officers, and Researchers. Quality Assurance

and Accreditation Officials such as Internal Auditors, Quality Assurance Directors. Ministry of Education Officials.

Faculty Officers and Lecturers. Project/Grant Managers. This seminar is open to all officers in the academics.

VENUES

University of Ibadan (UI Hotel)

- February 17 - 20, 2026

Excellence Hotel, Ogba, Ikeja

- March 10 - 13, 2026

Temple Gate Hotel, Near Club House Enugu

- April 14 - 17, 2026

Green Mind Hotel, Utako, Abuja

- May 12 - 15, 2026

Hamdala Hotel Kaduna

- June 2 - 5, 2026

SEMINAR FEE: N148, 000 Per Participant

REGISTRATION PROCEDURE

Kindly send the names of your nominees to us through SMS to 07052459215, 08033772200, to enable us

prepare adequately for your participation. Payment should be made before the seminar date through bank to

institute. Participants are responsible for their transport, accommodation, dinner and other exigencies. The fee

covers seminar materials, tea break, lunch, certificate, bag and Administration only.

Note that first day is for registration of participants only.

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