



**BENUE STATE UNIVERSITY**  
**MAKURDI, NIGERIA**

CENTRE FOR FOOD TECHNOLOGY AND RESEARCH

Minute No.	<b>MINUTES OF THE 34<sup>TH</sup> MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER-BSU HELD ON WEDNESDAY, 11<sup>TH</sup> MAY, 2016 IN CEFTER CONFERENCE ROOM</b>	Line No.
<b>1.0</b>	<b>PRESENT</b>	<b>1</b>
	1. Prof. Daniel Kparevfa Adedzwa - Centre Leader/Chairman	2
	2. Dr. Barnabas Achakpa Ikyo - Deputy Centre Leader/Project Manager	3
ABS	3. Prof. Edward Agbo Omudu - Dept. of Biological Sciences	4
	4. Prof. Tseaa Shambe - Dept. of Chemistry	5
	5. Prof. Joseph Fiase - Dept. of Physics.	6
AP	6. Prof. Lawrence Alegwu Ega - Dept. of Sociology	7
	7. Prof. Bernard Awa Kalu - Plant Breeding and Seed Science - UAM	8 9
	8. Prof. Innocent Agbo Adikwu - Dept. of Biological Sciences	10
	9. Dr. Stephen Gbaoron Yiase - Dean, Faculty of Science	11
	10. Dr. David Mrumum Tyona - Head, Dept. of Physics	12
ABS	11. Dr. Dick Iorwuese Gernah - Institute of Food Security - UAM	13
	12. Dr. Godwin Ior Achinge - Dean, Faculty of Clinical Sciences	14
	13. Dr. Simon Terver Ubwa - Director, Academic Planning Unit	15
	14. Dr. Solomon Kwaghkur Agishi - Head, Dept. of Vocational and Technical Education	16 17
	15. Dr. (Mrs.) Ogbene Igbum - Head, Dept. of Chemistry	18
	16. Dr. Michael Imande - Head, Dept. of Maths/Computer Science	19
	17. Dr. Ayila Ngutsav - Head, Dept. of Economics	20
	18. Dr. Benjamin G. Ahule - Head, Dept. of Sociology	21
	19. Mr. Andrew Shar Gbakon - Dept. of Chemistry	22

	20. Mr. Simon Tyoember Danbeki	-	Bursary Dept.	1
	21. Mr. Livinus Shima Iorpuu	-	Bursary Dept.	2
	22. Mrs. Patience Hankuri Iorun	-	Bursary Dept.	3
	23. Mr. Celestine Saawuan	-	Director of Audit	4
	24. Dr. John O. Idikwu, MNIM	-	Deputy Registrar/Secretary	5
	<b>In Attendance</b>			6
	25. Dr. (Mrs) P.M Akombo	-	Dept. of Biological Science	7
	26. Mr. Stephen Toranyiin	-	CEFTER - BSU	8
	27. Ijir Aondosoo	-	CEFTER - BSU	9
	28. Origbo Princeley	-	CEFTER - BSU	10
	<b>Key: ABS = Absent AP = Apology</b>			11
<b>2.0</b>	<b>COMMENCEMENT</b>			12
	The Chairman called the meeting to order at 10:25am after which Dr. Simon Ubwa said the opening prayers. The Chairman said that he considered this meeting to be coming up at an appropriate time considering that the examinations were over and a new semester had begun. He also said that he was happy that the activities of CEFTER, including marking and reporting examinations went smoothly and that payment had been made to lecturers that had met CEFTER's requirements. Apology was received from Prof. Lawrence Ega. Member expressed concern over those members who consistently absented themselves from meetings. Prof. Joseph Fiase observed that on the attendance list, he was remarked ABS instead of AP as he was away on official assignment and prayed that the remark be corrected. Members said however that this would be reflected in the minutes.			13 14 15 16 17 18 19 20 21 22 23
<b>3.0</b>	<b>MINUTES OF THE 33<sup>RD</sup> MEETING</b>			24
	The minutes of the 33 <sup>rd</sup> meeting were taken. Some spelling errors and omissions that were sighted were corrected. A motion for adoption of the minutes was raised by Dr. Ayila Ngutsav and seconded by Dr. David Tyona.			25 26 27
<b>4.0</b>	<b>MATTERS ARISING</b>			28
4.1	<b>Partnership with the University of Bamenda</b>			29
	Dr. Michael Imande informed the meeting that he contacted the head of admissions of the University of Bamenda on the way forward. He said that the officer needed to get the MoU entered into as they could not lay hands on the earlier one. The Chairman			30 31 32

	said that he would look for the e-mail address of the contact person and a soft copy of the NoU sent and forwarded to Dr. Imande for necessary action.	1 2
4.2	<b>External Audit of University Account</b>	3
	The Project Accountant reported that the External Auditor had not written to accept the appointment to audit CEFTER account for the 2015 financial year. The Project Manager, apparently worried by the report, said that the external audit report of CEFTER ought to be ready and forwarded to the World Bank by the end of June 2016 as specified by the NUC timelines. The meeting enjoined the Project Manager and the Accountant to get on top of the situation and ensure that the report was ready on time.	4 5 6 7 8 9 10
4.3	<b>Update on NUC Request for Mounting of PG Programmes for Departments (Resource Verification from Departments)</b>	11 12
	The Committee received reports from HODs of various constraints particularly power supply which had hindered their completion of the NUC forms. On the basis of this and the need to quickly tidy up the work, the sum of ₦10,000 was agreed to be released to HODs across board and the Director of Academic Planning to purchase fuel for their standby generators to complete the job for early submission.	13 14 15 16 17
4.4	<b>List of Visiting Lecturers</b>	18
	The Secretary informed the meeting that only three Departments had sent in their list of visiting lecturers. The meeting requested that the Secretary should send letters to the HODs reminding them of the directive to send the names of visiting lecturers in their Departments to the Secretary.	19 20 21 22
4.5	<b>Report of the Visitation Committee on the Assessment of Facilities in Newland Mills and Seraph oils Nig. Ltd</b>	23 24
	A Committee of six members headed by Dr. Solomon Agishi was set up to visit Newland Mills, Mkar, Gboko and Seraph Oils Nig. Ltd, Makurdi to evaluate the capacity of the Companies in terms of requisite knowledge to conduct internship, conference hall space for lectures and laboratory facilities and what needs upgrading.	25 26 27 28
	The Committee Chairman, in the case of Newland Mills reported that the capacity to conduct internship training was satisfactory. They observed however that the Mills had no functional conference hall and quality control laboratory. In general, the Committee observed that collaborating with Newland Mills could lead to useful and mutual	29 30 31 32

	benefits as the Mills was already in partnership with the Benue State Government and USAID. The Committee therefore recommended Newland Mills for internship, subject to the provision of a conference hall and a quality control laboratory.	1 2 3
	In the case of Seraph Oils Nig. Ltd, the Committee established that the company had a high degree of knowledge of internship programmes and were already familiar with it. It also noted that the company had an adequate quality control laboratory with facilities that needed upgrading. On the basis of this, Seraph Oils Nig. Ltd was also recommended for internship programmes by the Committee.	4 5 6 7 8
	<b>Deliberation/Resolution</b>	9
	The Committee deliberated on the reports of the fact finding Committee. It noted that the facilities in the two companies, even though rated as satisfactory, needed further investigations. Of particular concern was the issue of facilities in the laboratories and capacity to handle internship programmes. This bordered on non-functional laboratories, lecture rooms, non-quality control measures and inadequate industry-based supervisors.	10 11 12 13 14 15
	After due consideration of the views of member, the meeting resolved to take a second look at the proposal from the companies and study them side by side with the reports of the fact finding Committee before a final decision would be taken.	16 17 18
4.6	<b>Request for Support to Attend Workshop: Dr. B. Igbabul (UAM Staff)</b>	19
	Prof Bernard Kalu informed the meeting that the matter was referred to the Scholarship and Grant Committee and that the Committee had not met.	20 21
	The meeting noted the report.	22
4.7	<b>Report on 1<sup>st</sup> Semester Examination</b>	23
	The meeting was informed that some lecturers, particularly from Biological Sciences were yet to mark and submit their scripts. The meeting, while noting this information reminded staff that payment of allowances was strictly based on marking and submission of examination results before collection of cheque.	24 25 26 27
4.8	<b>Payment of Lecturers' Allowances</b>	28
	The Chairman informed the meeting that some mix ups were encountered during the payments. Some staff were inadvertently left out, some wrongly paid. He apologized for the errors and promised to effect corrections immediately.	29 30 31
	The meeting noted the report.	32

4.9	<b>Examination Supervision</b>	1
	The Chairman informed the meeting that the issue of examination supervision fees was being addressed. The Department of Physics according to him was left out as the staff had been paid. The meeting was also informed that course allocation for the second semester had been completed and pasted on the notice board.	2 3 4 5
4.10	<b>Students' Project</b>	6
	The Chairman charged all HODs to assign supervisors to the students on the programme as soon as possible.	7 8
4.11	<b>Visit by the Gambian Delegation</b>	9
	The Chairman reported that the Gambian delegation was generally impressed with the services of CEFTER. He added that only area of worry was on the renewal of visas for the students. He added further that he had assured the delegation that the matter was being looked into.	10 11 12 13
4.12	<b>CEFTER Library</b>	14
	The meeting was informed that the University Librarian was unable to attend the meeting to make his presentation.	15 16
<b>5.0</b>	<b>NEW BUSINESS</b>	17
5.1	<b>Workshop in Ghana</b>	18
	The Chairman informed the meeting that the workshop was an annual event which usually took place with key officers of CEFTERs along with a partner, with NSPRI attending this time. He added that the Vice-Chancellor would be represented by the Deputy Vice-Chancellor, Administration and Finance.	19 20 21 22
5.2	<b>Visit to the United Kingdom</b>	23
	The Chairman informed the meeting that the visit to the United Kingdom was scheduled for the end of May 2016. The visit was being embarked upon to interact with the Liverpool John Moore University on the possibility of expanding partnership. The Vice-Chancellor would attend along with the Centre Leader, Project Manager and a Legal Staff from the Registry.	24 25 26 27 28
<b>6.0</b>	<b>AOB</b>	29
	A proposal on the control of post-harvest losses in Benue State was deferred to the next meeting by the Committee.	30 31 32

<b>7.0</b>	<b>ADJOURNMENT/CLOSING</b>	1
	With the items on the agenda exhausted, the meeting adjourned on a motion by Dr.	2
	Michael Imande and seconded by Dr. Ayila Ngutsav, who also said the closing prayer	3
	at 1:40pm.	4
		5
	<b>Prof. Daniel K. Adedzwa</b>	6
	<i>Centre Leader/Chairman</i>	7
	<b>Dr. John O. Idikwu, MNIM</b>	
	<i>Deputy Registrar/Secretary</i>	