

## **Imo State University Information and Communication Technology Directorate**

The Information and Communication Technology (ICT) revolution is sweeping through the world and the gale has even caught up with our country Nigeria, which is a developing country.

The Imo State University Information and Communication Center, is a permissible institution mandated to improve to ICT-compliance levels of staff and students of the University, by ensuring the availability of accessible, efficient, reliable and affordable ICT services; and also providing consultancy resources to government and private enterprises. Also, the directorate is mandated to provide IT standards, strategic plan and development in the University and guidelines and policy.

### **Our Vision:**

As an ICT Directorate, our commitment is primarily to ensure that we improve the ICT-compliance levels of staff and students of Imo State University by ensuring the availability of accessible, efficient, reliable and affordable ICT tools and services; also to provide training to individuals and consultancy resources to governments and private enterprises. To achieve a transition from traditional teacher-centered practices to student/user-driven capacitation, and an increase in the basic skills and awareness of the uses of ICT.

Armed with practical orientation to work, the Directorate concentrates on the exploration of new ways in which ICT is capable of changing personal productivity and professional practice.

### **Our Mission:**

The core mission of the ICT Directorate is to act as a focal point that provides resources and animates flow-processes for the various sectors of the University; to create an environment that would expose students to the knowledge and uses of information and communication technology applications and methods for learning, teaching and research.

To make a greater number of our teeming youths becomes experts in specialized areas of computer and information technology; with a view to creating jobs, raising productivity, increasing incomes and opening many opportunities for business and human development.

The Directorate has some detailed responsibilities and functions which include:

- ❖ Provide viable electronic broadcasting, podcasting and social network platforms for the University and provide an enhanced and expanded telecommunication services to meet the growing needs of departments and units in the University.
- ❖ Encourage and increase investments and growths in ICT hardware, software, internet, training and ICT enabling services by negotiating and managing University wide agreements for quality IT products and services, to reduce the cost and increase the value of these services.
- ❖ Build data-bases and databanks for effective administration in the University, by managing consolidated data centre services, implementing and managing shared services.
- ❖ Promote cyber and network security through the development of a University wide Network and Security Operations Centre.
- ❖ Provide the most modern and effective platforms for academic instruction by assisting departments and units in providing secure, reliable University wide IT operations.
- ❖ Facilitate the development of sectoral ICT policies and strategies by mapping and providing selective standard efforts that are guided by a clear vision and goals to make policy-making more focused, effective and user driven.
- ❖ Provide adequate infrastructure in the University by promoting Innovative use of Information Technology that adds value and reduces the gaps relating to teaching and research, and human resource development.
- ❖ Foster and encourage the use of ICT to promote and improve the quality of learning, teaching, research and human resource development.

- ❖ Digitize all administrative processes and secure digital archives so that authorized personnel can have access to them through efficient network services.
- ❖ Organize series of low cost professional computer training programmes to bridge the digital gap between computer knowledge and practices, thereby improving the competitive skill of participants in this ICT driven economy through the Computer Training Academy (CTA).

## **Organizational Setup**

The Imo State University Information and Communication Technology Directorate is headed by the Director of ICT, who oversees both administrative and technical functions of the Directorate. He reports directly to the Vice- Chancellor.

The directorate is made up of five departments, each functioning with peculiar responsibilities of ensuring that the ICT policies turn into actions and reality.

A structure is formulated and implemented to achieve the goals and objectives of the Directorate. The structures are implemented directly by the creation of departments under its control.

### **❖ IMSU Portal And ICT Networks**

The outcome of achieving a high quality Digital learning condition requires a top priority which is anchored on the desire to make all academic, research and administrative operations ICT driven. The delivery of such high quality Digital learning requires a vigorous IT infrastructure in all areas mentioned above. The establishing and administration of functional and reliable computer networks and internet connectivity are all related activities of this unit. These are broadly in the area of data communication and its application, high-end networking, Campus-wide network, and the University website and portal. All systems hosting server services shall be registered, maintained and managed by the IMSU portal and ICT networks unit. Also, the unit ensures that implementation, maintaining, upgrading and expanding the IT networks facilities are done properly and that the

end-users enjoy the best services and satisfaction. This unit also helps to provide computer and network security systems, maintain ICT infrastructure, ensure increased network utilization, create and maintain network configuration.

### ❖ **Virtual Library And Research Labs**

The primary responsibility of this department is to increase the level of access to University service and academic contents which include: e-learning, course wares, facilities, research publications, resources, digital library services etc; this is done by overcoming the challenges of power and internet access that hinder research and learning. The virtual library system provides enhanced access to national and international resources from libraries all over the world using digital technology and also helps to download the resources provided by the lecturers and uploading them in the local server in the library; this is achieved by providing offline access to e-resources. They facilitate public-private partnerships to mobilize resources in order to support e-learning initiatives and also facilitate sharing of e-learning resources between institutions. Providing seamless e-library access to online resources, providing hyperlinks to major online libraries and e-journals all over the world in real time; giving links to courseware repositories and podcasts of research and training modules from providers in the educational field.

### ❖ **Digital Archiving, Database Administration**

Development and deployment of appropriate application software for information management and archiving of relevant data; convert paper documents into digital formats or other electronically portable and secure formats for storage in data bases, indexing and archiving them for easy retrieval. Securing digital archives and creating security keys so that principal officers and authorized personnel can have access to them through network services and university trunks and portals. Using back-end

scanning process to format paper documents with software that will retain their original forms and also provide critical storage of such sensitive data; digitize all historically, legally and administratively important documents in the university filing cabinets in faculties and administrative units. Digitize all administrative processes through front-end capturing of data for students and staff as they come into the system.

The database e-administration strategy focuses on redefining the relationship between the university management and staff and students with the objective of empowering them through increased and better access to university services. Also, they improve collaboration between university administrative units and enhance efficiency and effectiveness of resource utilization. Provide a forum for all to participate in the university activities electronically and establish a university Management Information System.

#### ❖ **Computer Training Academy (CTA); E-Learning Resources**

The responsibility of this department is to promote the growth and implementation of pleasurable and interactive e-learning, and also promote the development of e-learning resources. They provide affordable infrastructure to facilitate dissemination of knowledge and skills through e-learning platforms, promote the development of integrated e-learning curriculum to support ICT in teaching and research. Exploit e-learning opportunities to offer the university programmes for export and integrate e-learning resources with other existing resources. Conduct needs analysis studies periodically and confers with management to determine training needs. Select appropriate instructional procedures or methods such as individual training, group instruction, self-study, lectures, demonstrations and computer based training. Assist in capacity building and personnel development through in-house training programmes for university staff.

### ❖ **Information and Broadcasting Department**

The primary responsibility of this department is to undertake the production of news, current affairs, cultural music, talks, documentaries etc. it is a platform for broadcasting e-learning modules and resources, particularly for long distance students, offering live studios that will stream broadcast programs into a rented channel on a viable cable network.

The audio studio provides an engineering deck for seminar resources, educational CDs, music and other resources that are relevant to both students and staff of the university.

The video studio provides opportunity for the production of videotaped programs geared towards the cultural and religious needs of Nigerians in Diaspora and home audiences, through the Nigerian television houses, and for educational purposes.

A public relations programme with an efficient system of support groups to help identify and encourage artistic talent among the youth, especially in the surrounding universities. The programme includes running of on-campus video halls and book centers.

### **Management Team**

The Imo State University Information and Communication Technology Directorate is under the office of the Vice-Chancellor. It is headed by the Director who is responsible to the Vice-Chancellor. The directorate currently has five departments which are responsible for coordination and administration of all the ICT functions and services on behalf of the university.

## **The Director**

Rev. Fr Dr Edmund Igboanusi



## **Coordinator, Virtual Library & Research Labs Department**

The responsibilities of this department include:

- ❖ Maintaining regular conduct with university departments, faculty members and library liaisons.
- ❖ Keeps regular and very close coordination with other sections in the university libraries.
- ❖ Manages the digital assets and digital collections of the university libraries.
- ❖ Designs and develops a technical infrastructure for the university institutional repository and supports the management, digitization process, preservation and appropriate storage and retrieval of digital collections at the university.
- ❖ Identifies and selects library materials and collections to be digitized.
- ❖ Identifies and manages links to electronic resources including the discovery of search engines and other database services.
- ❖ Takes the lead role in creating guides, market electronic resources and provide the necessary user support to enhance the remote discovery of information.

## **Coordinator, Computer Training Academy (CTA);**

### **E-Learning Resources Department**

The responsibilities of the CTA include:

- ❖ Organize and develop training manuals, reference library, testing and evaluation procedures, multimedia visual aids and other educational materials.
- ❖ Train assigned instructors and supervisory personal in effective techniques for training; such as new employee orientation, in-job training, health and safety practices, management development and changes in procedures and technologies.
- ❖ Coordinate training with outside agencies and process any paperwork for billing outside agencies as needed.
- ❖ Provide training for staff and students.
- ❖ Monitor the progress of e-learning productions.
- ❖ Manage and maintain the learning and information resources and materials.
- ❖ Implement and manage ICT audio visual equipments and e-learning resources.
- ❖ Facilitate effective e-learning process through maintenance of learning environments and e-learning resources.

## **Coordinator, Digital Archiving & Database Administrator**

The responsibilities of the Digital Archiving department include:

- ❖ Information Systems management and control.
- ❖ Maintain Data Integrity and Information Security.
- ❖ Provide management with relevant statistics and information critical to successful management of the university system by maintaining relevant databases.

- ❖ Collate, store, secure, analyze and provide retrieval platforms for the university's information for administrative and research processes.
- ❖ Design data capture formats in conjunction with the service and maintenance division.
- ❖ Maintain a central Human Resources Data Bank of the University. Assist the university to put in place effective management information network to enhance their managerial capacity.
- ❖ Downloading and transferring (the already captured) information/data through the university's networks to the departmental and central Data Bank at the registry.
- ❖ Provide classified management information to authorized officers through electronic linkage or as hard copies.

### **Coordinator, IMSU Portal and ICT Networks Department**

The responsibilities of this department include:

- ❖ Establishing and administering of functional and reliable computer networks and internet connectivity for the university.
- ❖ Implementing, coordinating, and managing a standard portal that will enhance access to research and development.
- ❖ Managing and servicing the university network, install and maintain all networks on campus.
- ❖ Provide computer and network security systems.
- ❖ Undertake installation and monitoring of all network equipment.
- ❖ Provide operational support and management of a campus wide network and the university website and portal.
- ❖ Implementing, maintaining, upgrading and expanding the existing IT network facilities.
- ❖ Providing operational support and management of networks
- ❖ To undertake installation and monitor basic maintenance of network equipment.
- ❖ To design, install and update software required for these processes

- ❖ To implement and manage web and portal infrastructure.
- ❖ To provide technological support and help to Network users
- ❖ Monitoring and reporting progress and network status to the director.
- ❖ Setting up, maintaining communication infrastructure and relevant services.

### **Coordinator, Information and Broadcasting Department**

The responsibilities of this department include:

- ❖ To organize and/or co-operate with other departments of the university or organizations in hosting programmes or popular social conferences and debates that contribute to the social awareness of our people.
- ❖ To open a central video hall, under the care of the archivist, to serve the needs of the numerous student communities, if it becomes expedient in the future.
- ❖ To make its studios available for humanitarian groups for public service uses, thus giving a voice to the voiceless for the sake of academic excellence and for human development.
- ❖ To provide TV programmes and DVDs for institutional and home use, and for syndication with television stations in Nigeria and other parts of Africa.
- ❖ To help direct itself towards the production of programmes for campus clubs, ethical and religious discussion groups, and symposia concerned with critical issues of the day.
- ❖ To provide running of in-house studios with production and post-production facilities engaged in the production of lectures of staff, for hoisting- onto the EduPortal framework and CD-ROMS for circulation.