LAGOS STATE UNIVERSITY
HUMAN RESOURCE MANAGER



RE-PRESENTATION

OF THE

LAGOS STATE UNIVERSITY

HUMAN RESOURCE MANAGER

(LASU HRM)

PROTOTYPE SOFTWARE PROGRAM

TO

PROFESSOR LANRE FAGBOHUN

(VICE CHANCELLOR)

& UNIVERSITY MANAGEMENT

LAGOS STATE UNIVERSITY,

OJO CAMPUS,

LAGOS. NIGERIA.

AKA "*LASU'S FUTURE IS HERE!*"

BY

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FIRST PRESENTED ON SEPTEMBER, 2013.

RE-PRESENTED FOR RE-CONSIDERATION 5TH AUGUST, 2016.

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DEDICATION

This software is dedicated to **Lagos State University,** past, present and future all Staff who have and will dedicate their time and resources to this great citadel of higher learning for tomorrow's leaders.

*"Blessed be the **LORD GOD**, creator of Heaven and Earth".*

ACKNOWLEDGEMENT

Firstly, thanks to the LORD of Hosts, creator of Heaven and Earth, who in His infinite mercies not only created man in His very own image but blessed him saying, *"Be fruitful, and multiply, and replenish the earth, and subdue it; and have dominion over the fish of the sea, and over the fowl of the air, and over every living thing that moveth upon the earth." Glory, honor and power be unto God, Jesus Christ and the Holy Spirit forevermore. Amen.*

I also would like to thank all the past and existing staff of the **Faculty of Science**, **Department of Computer Science**, and Lagos State University. Staff and Members of the **Bursary Unit**, Lagos State University Ojo, as well as the **Management** of the Lagos State University who gave me a rare opportunity to serve as an employee of this great Ivory Tower prior to and from 22nd of August, 2008 till date. This opportunity gave me ample *lead* to working and serving as an employee of the Tertiary Institution where I discovered and developed a better way of improving the Human Resource Management of the University.

Consider this a gift from me to the School.

PROLOGUE TO LAGOS STATE UNIVERSITY HUMAN RESOURCE MANAGER (LASU HRM)

I must confess, working in Lagos State University is eventful and can also be herculean. As a staff myself, I observed a number of meticulous means of getting a day's job done some of which are inevitable. Of worthy note are those in the Personnel Departments of Administrative Block II. These guys deserve thumbs up for their selfless service and time which sometimes stretches beyond the normal working hours.

Perhaps this presentation is a stitch in time.

OWOEYE OLUWATOBI

September, 2013.

ABSTRACT

A little over a decade ago, precisely in 1993, Microsoft Chief Executive Bill Gates said *"...very soon, any Institution, firm or company which does not have an Internet or World wide Web presence will be deemed as non-existent."*

In fact, this is very true. Today, virtually every form of human activity is gradually being encapsulated electronically. From the cashless drive concept of the Central Bank of Nigeria, to the electronic voter's card by the Independent National Electoral commission and to the recent "KONGA's" e –commerce birth which is adapting the successful world's biggest E-commerce site known as AMAZON techniques, Web Technology Software seems limitless as it has come to Nigeria to stay.

Besides, the fact that great World renown innovations and creativity such as **Google Search Engine**, **Microsoft**, **Blackberry** and other fantastic electronic discoveries come from the Western World Ivory Towers, is quite baffling and challenging to our African race. The time for change has come.

After a hidden but progressive study of more than three years, **Lagos State University Human Resource Manager (LASU HRM)** was finally created.

I have taken every possible means to make this presentation as easy and straight forward as possible.

After a brief history of the School, statement of the problem and objectives of this presentation, I immediately dive into the core meat of this presentation. I made use of *Flow charts*, *Tables* and screenshots of the software program to make sure that the lay person that reads this material will grasp the full contents once and once only.

Finally, I make recommendations and summarize the presentation.

CHAPTER 1

INTRODUCTION

The **Lagos State University** - also known as **LASU** - was established in 1983 by the enabling Law of Lagos State of Nigeria, for the advancement of learning and establishment of academic excellence. The university caters for a population of over 61,000, enrolled in full-time and part-time programmes at the Diploma, Undergraduate and Postgraduate. Lagos State University (informally LASU), located in the city of Ojo, Lagos, Nigeria, is the only state university in the former British colony.

The current Vice-Chancellor is Professor Lanre Fagbogun**.**

History

Lagos State University was conceived as a multi-campus, collegiate and non-residential University. Today, Lagos State University operates a multi-campus system with four fully owned campuses having its main campus at Ojo (along the Badagry Expressway) and other campuses at Epe (where the Engineering Faculty is located), Ikeja and Surulere, as well as six external/affiliated campuses. The Vice Chancellor (2016) of the university is **Professor Lanre Fagbogun.** He is giving the University a fresh outlook in all disciplines.

Former Vice Chancellors

- *Professor Folabi Olumide [Pioneer Vice Chancellor]*
- *Professor (Mrs.) Jadesola Akande (Late)*
- *Professor Bababunmi*
- *Professor F.A Akesode (Late)*
- *Professor Abdul Lateef A. Hussein*
- *Professor John Obafunwa*
- *Professor Lanre Fagbohun*

Notable alumni

Amongst the alumni of the Lagos State University are:

- *Chioma Chukwuka Actress*
- *Tara Fela-Durotoye Celebrity make-up artist*
- *Desmond Elliot Actor*
- *Alex Lopez Actress*
- *Morakinyo Beckley Serial Entrepreneur*
- *Tunde Obe Singer*
- *Ruggedman Rapper*
- *Dolly Unachukwu Actress*
- *Farida Mzamber Waziri EFCC chairman*

- *Queen .O. Agboye Event Manager and Designer*
- *Omotayo Olufunsho Johnson Graphic Designer, NEXT idowu akintomide engineering (FAAN)*
- *Dr Gbenga Bamodu "post graduate lecturer UK"*
- *Dele Akinrin "solicitor and author"*
- *Biodun Giwa (UACN)*
- ***Owoeye Oluwatobi (Computer Systems, & Software Technology Expert)***

About The Lagos State University Medical College

College History

The first Vice-Chancellor of Lagos State University, Professor Folabi Olumide set up an Advisory Board in 1987 towards the establishment of the Lagos State University College of Medicine based on the recommendation of the Tertiary Education Review Committee. A favourable report was submitted but nothing could be done for another 10 years because of the problems facing the University.

However things changed for the better when Professor Akesode (now deceased) revived this issue again. Working assiduously, he got the approval of the Military Administrator and set up a new Advisory Committee headed by Prof. Deji Femi-Pearse for the establishment of Lagos State University College of Medicine in July 1997. The following month August 1997, the Committee submitted its report to the Military Administrator, Col. Mohammed Buba Marwa who accepted most of the recommendations.

The recommendations included:

1. *the establishment of a College of Medicine by the Lagos State University;*
2. *that the institution should train medical doctors and other allied professionals, carry out research, and health care services;*
3. *that the General Hospital, Ikeja should be developed as the main Teaching Hospital for the College; and*
4. *that a School of Nursing should be established in the College of Medicine.*

Thus, on February 9 1999, the Lagos State University College of Medicine (LASUCOM) was 'born' after 10 years of incubation. The College was commissioned by his Excellency, Lagos State Military Administrator, Col. Mohammed Buba Marwa and from its humble beginnings has taken great strides.

Institutional Goal

The institutional goal of the Lagos State University College of Medicine is to produce medical doctors and health professionals who shall be:

1. *of acceptable national/international standards;*
2. *of high quality, and in such numbers as are required to meet the health care needs of Lagos State and the nation at the primary, secondary and tertiary levels;*
3. *capable of performing various roles in the health management team and ready to motivate, educate, supervise and lead other health workers in health promotion, and in the prevention and treatment of diseases;*
4. *capable of undergoing further development in the health sciences such that they can function effectively as hospital specialists, teachers in medical schools or as health management experts;*
5. *conscious of their duties as medical doctors or other health professionals and will observe at all times the tenets and ethics of their profession.*

Institutional Objectives

At the end of the undergraduate course, the graduate must demonstrate to the satisfaction of the institution that he has the knowledge, ability (skills) and attitudes (human qualities) essential for good professional practice as listed below:

(a) Knowledge (Cognitive)
The graduate must have adequate knowledge of the:

1. *normal structure, function, development and growth of the human body and their impact on behaviour and society;*
2. *appropriate promotive, preventive, curative and rehabilitative measures that can be used to identify, analyse and also to solve the health needs and problems of individuals, families and communities;*
3. *disorders of structure, function, development and growth of the human body and their impact on behaviour and society;*
4. *humanities, to broaden and enhance general education, including economics, politics, management and administration.*

(b) Ability (Skills)
The graduate must demonstrate the necessary skills to:

1. *collect, record and analyse information about the health needs of individuals, families and communities;*
2. *identify, recognize and diagnose the health problems of individuals, families and communities;*
3. *utilize appropriate promotive, preventive, curative and rehabilitative measures in solving health needs and*
4. *problems of individuals, families and communities;*
5. *communicate effectively on the health needs and problems of individuals, families and communities;*
6. *search and critically evaluate relevant literature about health matters*

(c) Attitudes (Human Qualities)
The graduate must possess:

1. *the discipline of self education which should continue throughout his/her professional life;*
2. *the ability to assess health needs or problems, whether of an individual, family or community comprehensively;*
3. *the ability to observe professional ethical standards;*
4. *an awareness of scope and limits of his/her role and of the necessity to seek advice and collaborate with other health workers;*
5. *a high sense of responsibility towards work and calmness especially in emergency situations;*
6. *an inquiring and analytic disposition to health matters which may lead to simple problem-solving research;*
7. *the readiness to plan, manage and evaluate health services for individuals, families and communities;*
8. *the readiness to educate, motivate, supervise and lead or support other health workers and the community in health promotion and the prevention and treatment of diseases;*
9. *the willingness to function optimally, critically and innovatively at all times even when manpower and other resources are limited;*
10. *the highest standard of morality and integrity.*

Over the years the population of Lagos State continued to expand as people from all parts of the country migrated to the state in search of better living conditions and job opportunities. The latest population of the state by an independent international census group was put at 18 million. In order to serve this ever growing population the Government of Lagos State, in its wisdom, therefore decided to train doctors and paramedical personnel to complement the numbers of this cadre of medical personnel settling in the state following graduation from already established medical colleges.

These young men and women are trained to treat patients, recognize the acutely ill ones and, when they are posted to rural areas, refer the deserving patients to appropriate centres and hospitals. They should also have sound knowledge in primary health care. This notwithstanding, the programme is as a matter of course designed to produce doctors of international standard. Thus, the basic function of this medical school (LASUCOM) is to train medical doctors and other allied professionals, conduct research and deliver high quality health care services to the state and the nation.

Appreciating the sensitivity of the medical profession, medical ethics are taught at all times and at all levels. Comportment and behaviour of a very high standard is expected from these students who are the leaders of tomorrow. They are also encouraged to participate in extracurricular activities approved by the College. A beautiful football field has recently been built with a covered sitting area as well as courts for basketball and lawn tennis. Students are encouraged to participate in National and International sports competitions.

The Students' Affairs Unit of the College Administration handles issues relating to welfare of the students with co-operation from the Chairman, Student Affairs Committee and the Hall Master and Hall Mistress. These officers ensure that peace and harmony exist among the students a vital prerequisite for excellent academic pursuit. In order to support students academically, socially and psychologically each student is assigned to an academic staff member as his/her adviser.

The student population has grown gradually from the initial intake of 44 into the 200 level year in 1999 to the present total of 365 students. Parallel of this growth in student population has been the increase in the number of constituent departments of the College, the major contribution coming with the establishment of the Faculty of Clinical Sciences in the year 2003. There are now sixteen (16) departments with eight (8) in the Faculty of Basic Medical Sciences and eight (8) in the Faculty of Clinical Sciences.

The total number of academic staff has also increased but more importantly there has been a shift in the ratio of permanent academic staff to associate lecturers weighted in favour of permanent appointments. To enhance morale, teaching and non-teaching staff are encouraged to attend seminars and workshops relevant to their professional development. Many of these personnel improvement programmes are partly or wholly sponsored by the College as available funds dictate. Appropriate office and laboratory accommodation for this growth in personnel is being addressed in the phased infrastructural development of the College guided by a master plan.
It is no wonder then that the College has been, rightly, referred to as the fastest growing modern College of Medicine in the Nigeria.

1.1. Background to the study

I observed that the average office in the Lagos State University has stockpile of physical files. Some of these documents are of great importance to human being's life or existence. Due to nature's call, I guess many of them rot and get damaged beyond recognition.

Hence the inventiveness of a possible software program to improve the existing system is highly inevitable.

1.2. Statement of the Problem

Simply put, the two major problems are as follows:

a. *Physically stored files are painstaking for the store-keeper and the stored materials.*
b. *Damage, as well as physical decline to these files could be consequential to the process of Human Resource which is the head of all resources (empirical or material).*

1.3. Objectives of Lagos State University Human Resource Manager (LASU HRM)

In brevity, the major objectives are:

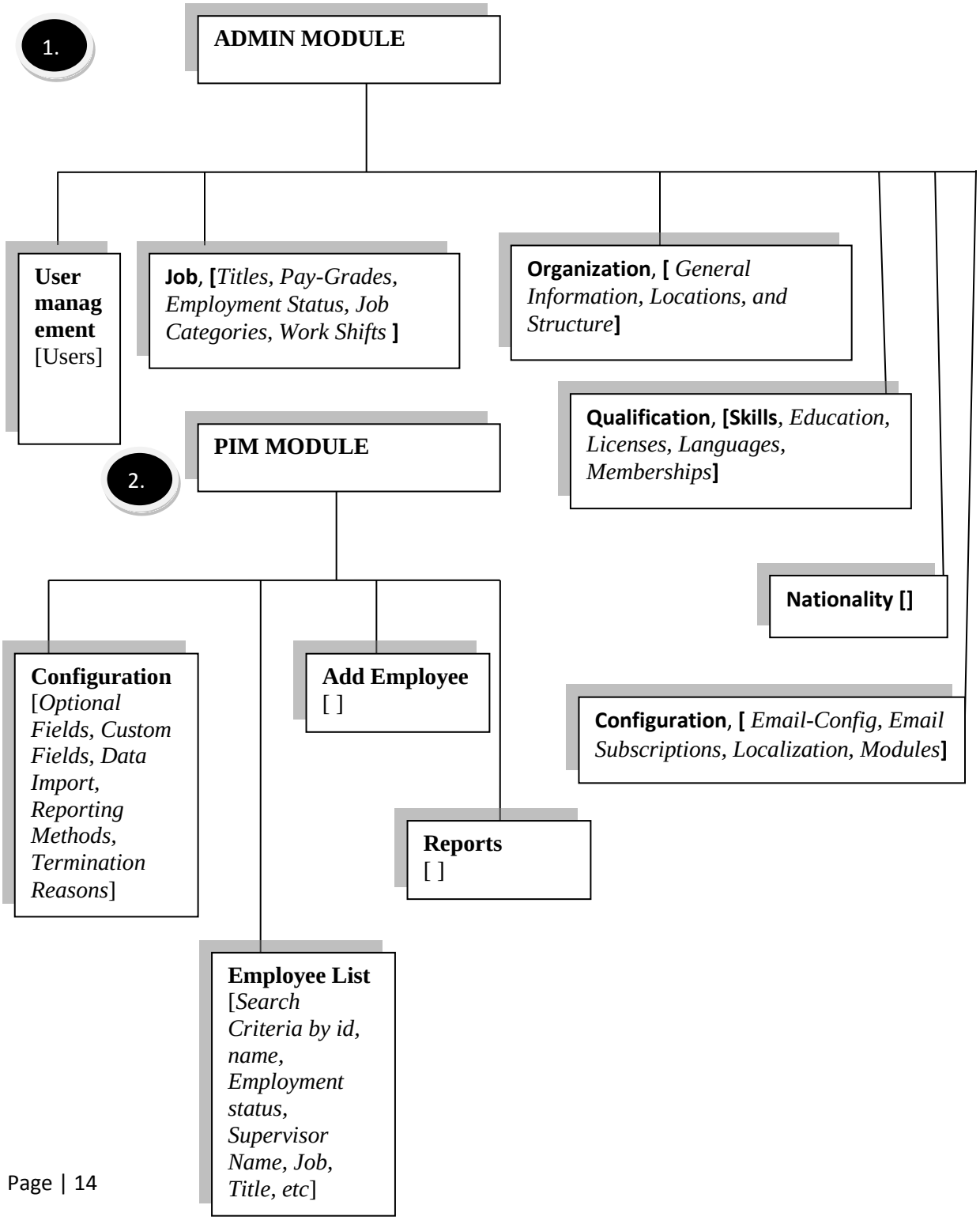
a. *To create a robust, secure software program that can encapsulate the major details of any past, present or future staff.*
b. *To create a strong, safe and sound database this will hold all the vital details of every staff of the Lagos State University.*
c. *To make sure that the management of the University can access online or offline details of any particular staff file seamlessly.*

Chapter 2

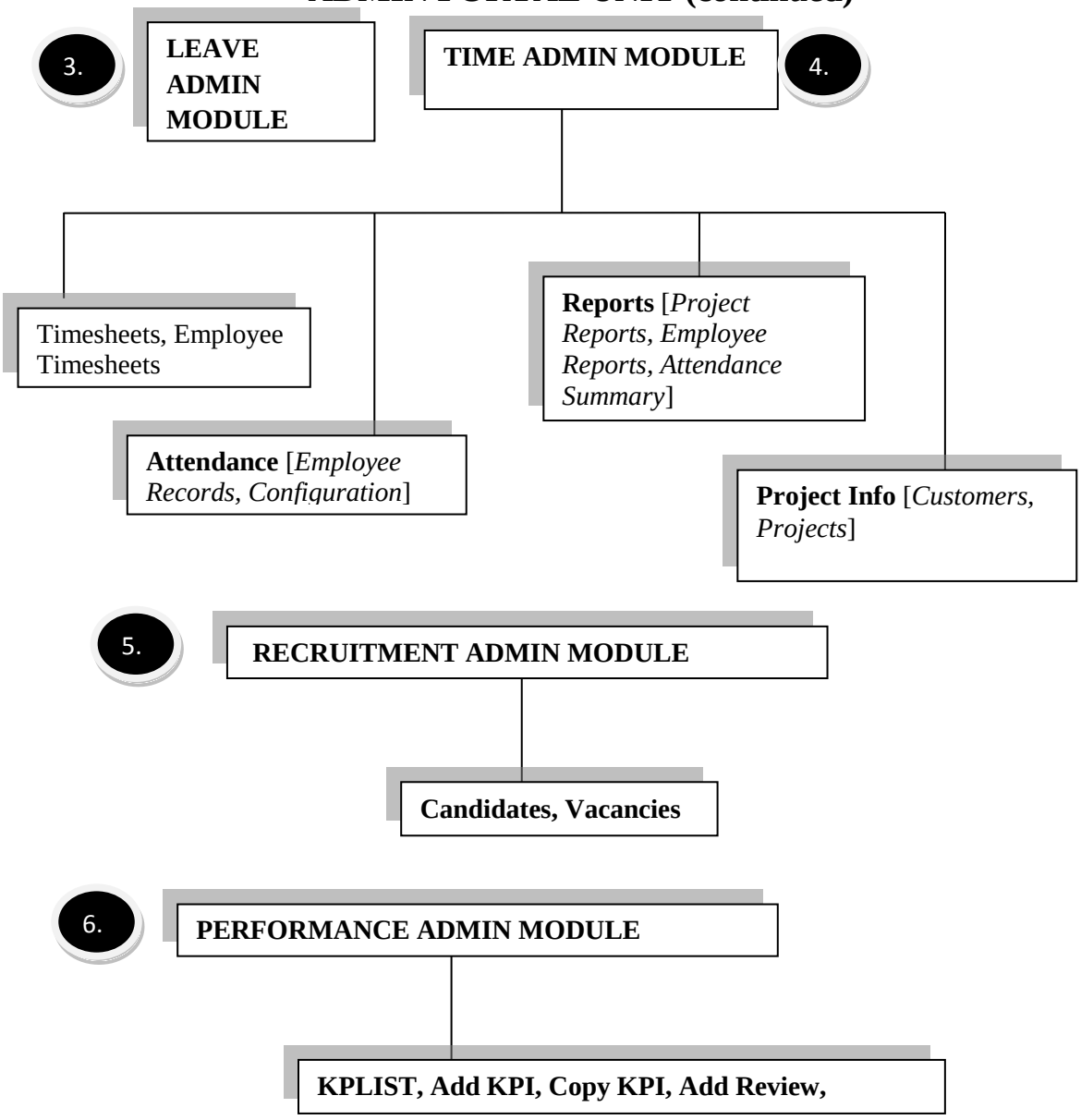
System Analysis and LASU HRM Model Design Structure

LASU HUMAN RESOURCE MANAGER ORGANOGRAM

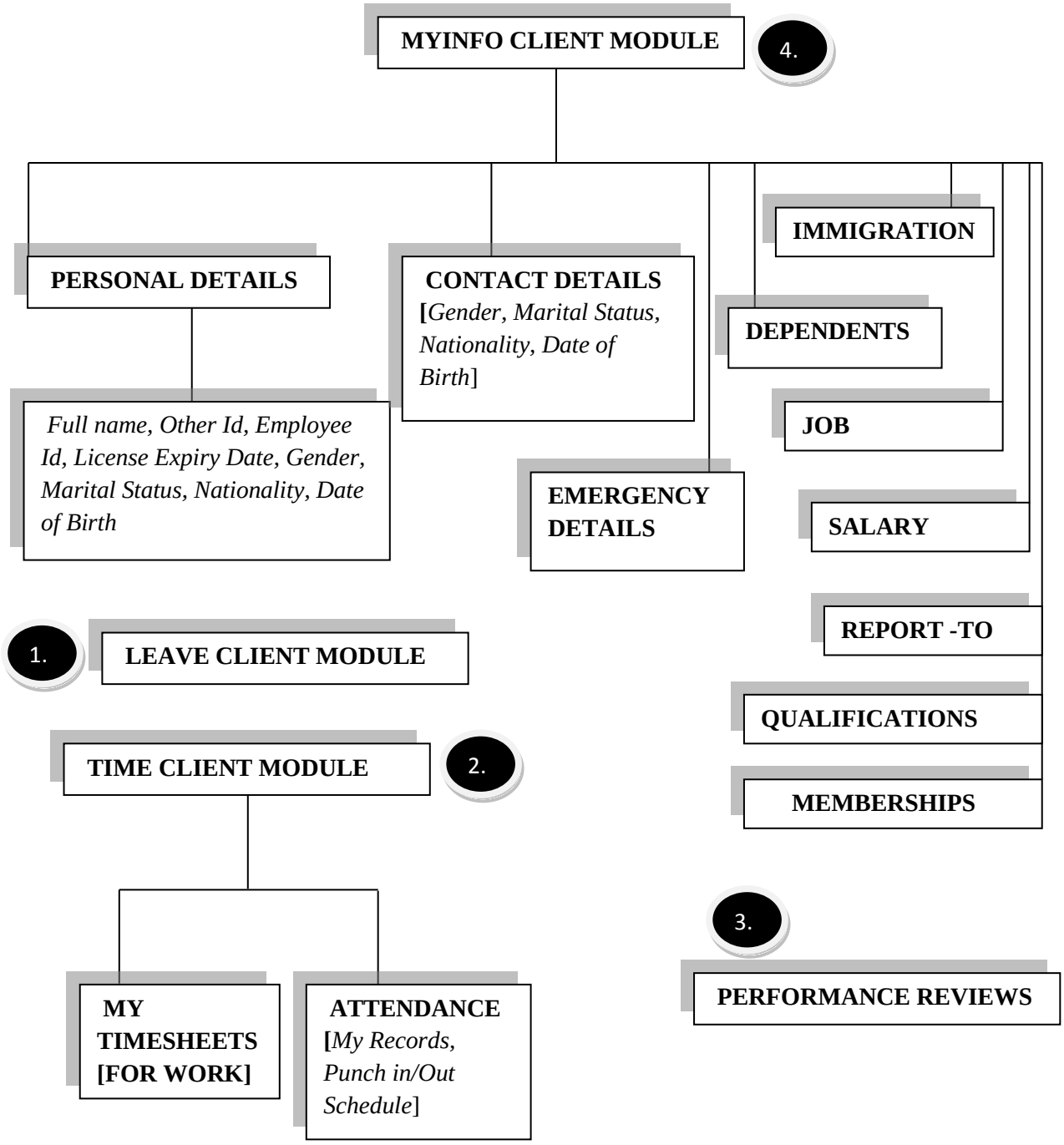
ADMIN PORTAL UNIT



ADMIN PORTAL UNIT (continued)



CLIENT [USER SIDE] PORTAL



ADMIN PORTAL UNIT [DECIPHERED]

Module No.	Module Name	Sub Module	Function
1.	**ADMIN**	User Management [Users]	Stores System Admin info
		Job [Titles]	Stores Job Titles
		Job [Pay Grades]	Stores HATISS level
		Job [Employment Status]	Stores Employment Status
		Job [Categories]	Stores Job Categories
		Job [Work Shifts]	Stores Job shifts (if any)
		Organization [General Information]	Stores General Info
		Organization [Locations]	Stores Campuses locality
		Organization [Structure]	Stores the Management info
		Qualification [Skills]	Stores Skills acquired
		Qualification [Education]	Stores Education info
		Qualification [Licenses]	Stores License obtained
		Qualification [Languages]	Stores Language spoken
		Qualification [Memberships]	Stores societal Membership
		Nationalities	Stores Nationality info
		Configuration[Email Config]	Configs Email
		Configuration[Config]	Configs module
		Configuration[Subscriptions]	Configs Subscriptions
		Configuration[Localization]	Configs Localization
		Configuration[Modules]	Configs Modules
2.	**PIM**	Configuration[Optional Fields]	Configs Optional Fields
	(Personal Information Manager)	Configuration[Custom Fields]	Configs Custom Fields
		Configuration[Data Import]	Configs Data save state
		Configuration[Reporting Methods]	Modify reporting methods
		Configuration[Termination Reasons]	Search by termination reasons
		Employee Lists Search[name]	Search by name
		Employee Lists Search[id]	Search by id
		Employee Lists Search[Employment Status]	Search by Employment status
		Employee Lists Search[Supervisor]	Search by Supervisor

		Employee Lists Search[id]	Search by ID
		Employee Lists Search[Job]	Search by Job
		Employee Lists Search[Title]	Search by Title
		Employee Lists Search[Sub Unit]	Search by Sub Unit
		Add Employee	Adds new employee
		Reports	Analyzes Employee reports

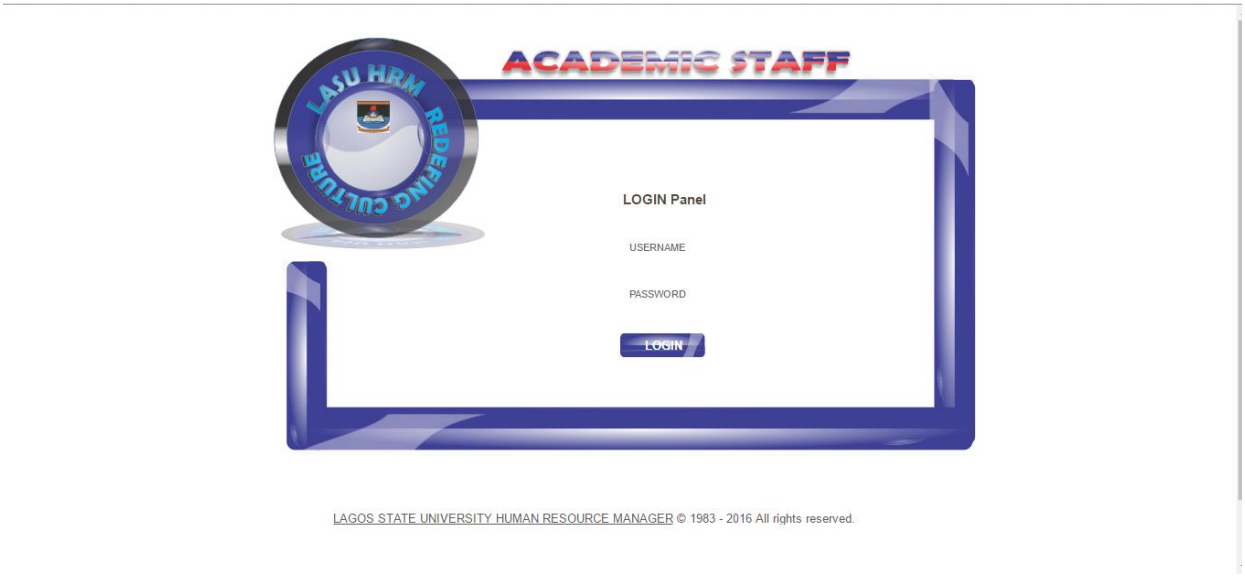
ADMIN PORTAL UNIT [DECIPHERED] (Continued)

Module No.	Module Name	Sub Module	Function
3.	**Leave**	-	Annual Leave button
4.	**Time**	Time	Holds the Sub. Modules
		Employee Timesheets	Employee Schedules
		Attendance [Employee Records]	Records Attendance
		Attendance [Configuration]	Configures attendance
		Reports [Project Reports]	Stores info on projects
		Reports [Employee Reports]	Stores employee reports
		Reports [Attendance Summary]	Stores Attendance info
		Project Info [Customers]	Stores info on customers
		Project Info [Projects]	Stores project info
5.	**Recruitment**	Candidates	
		Vacancies	
6.	**Performance**	KPLIST	Checks Key Performance Indicator (KPI)
		ADD KPI	Adds Key Performance Indicator (KPI)
		COPY KPI	Copies Key Performance Indicator (KPI)
		ADD REVIEW	Adds Review
		REVIEW	Checks Review

CLIENT [USER SIDE] PORTAL UNIT [DECIPHERED]

Module No.	Module Name	Sub Module	Function
1.	**Leave**	-	Stores Annual Leave
2.	**Time**	My Timesheets [For Work]	Stores schedules for work
		Attendance [MyRecords]	Stores attendance
		Attendance [Punch In/Out]	Stores schedules
3.	**Performance Reviews**	-	Stores info on job performance
4.	**MyInfo**	Personal Details[Full Name]	Stores 1ST, Middle and Last Names
		Personal Details[Other ID]	Stores other forms of ID
		Personal Details[Employee ID]	Stores PFNO for staff
		Personal Details[License]	
		Personal Details[License Expiry Date]	Stores License expiry
		Personal Details[Gender]	Stores sex info
		Personal Details[Marital Status]	Stores Marital Status
		Personal Details[Nationality]	Stores Nationality
		Personal Details[Date of Birth]	Stores date of Birth
		Emergency Contacts	Stores contact
		Immigration	Stores info on catchment area
		Job [Title]	Stores job name
		Job [Specification]	Stores job description
		Job [Employment Status]	Stores Temp, Contract or Permanent
		Job [Joined Date]	Stores date file opens
		Job [Sub Unit]	Stores Department
		Job [Location]	Stores Campus location
		Job [Date of 1st	Stores date of 1st

		Appointment]	Employment
		Salary	Stores Salary Scale
		Report To	Stores info for H.O.Ds
		Qualifications	Stores info Cert. Obtained
		Memberships	Stores info on professional bodies



LAGOS STATE UNIVERSITY HUMAN RESOURCE MANAGER

(LASU HRM) SOFTWARE PROGRAM SCREENSHOTS

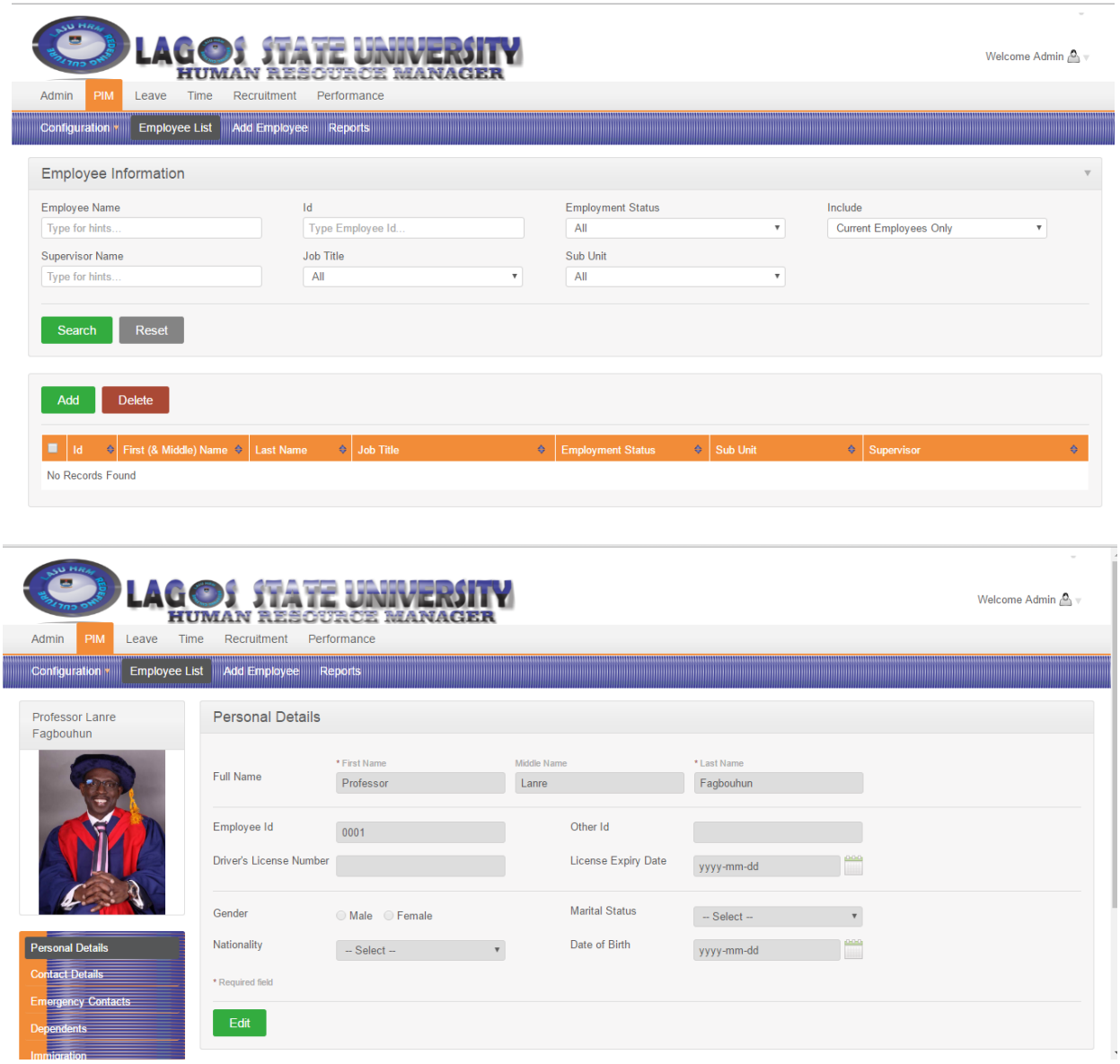


Fig. 2.1-2 Displaying the Vice-chancellor's Page in the LASU HRM software (Personal and Contact Details module)

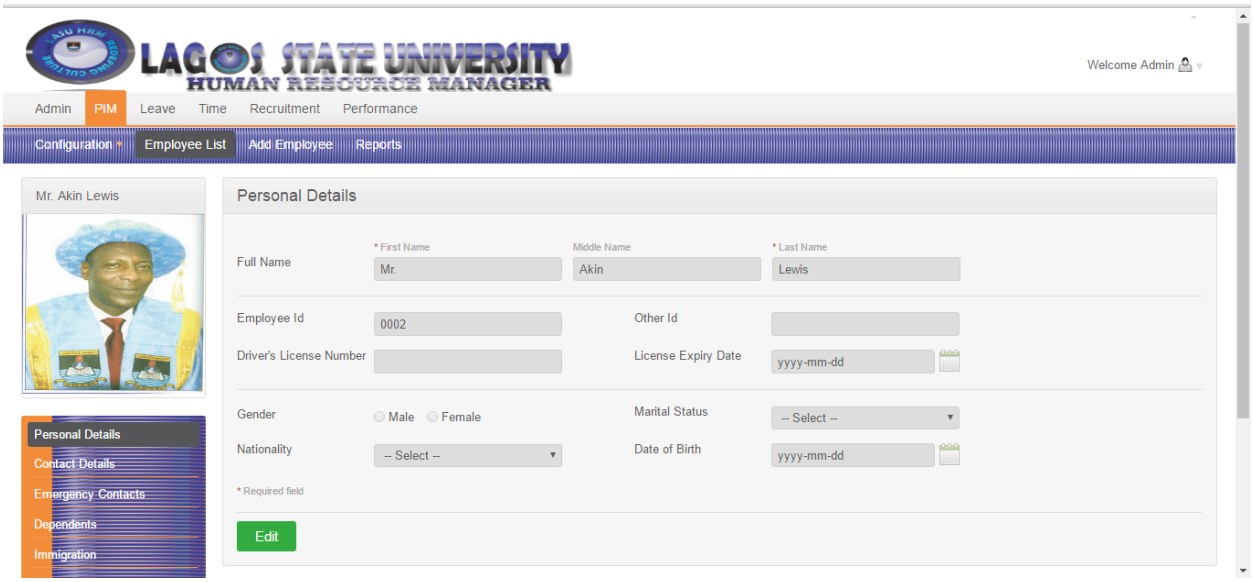


Fig. 2.3-4 Displaying the adding Mr. Akin Lewis (Current Registrar), Lagos State University.

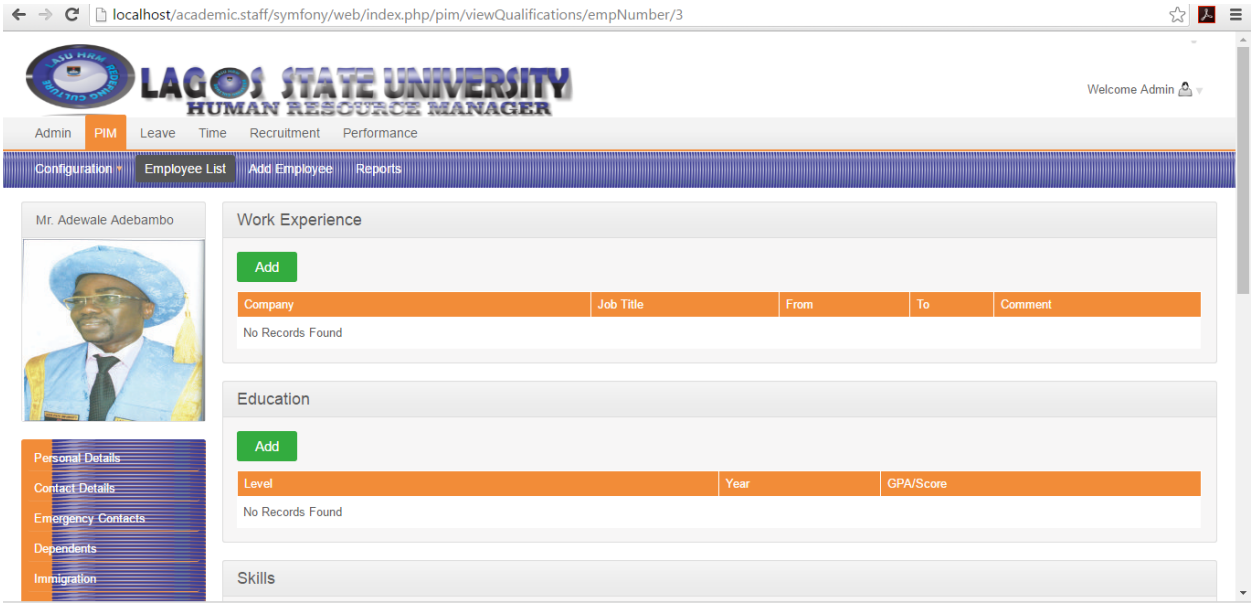


Fig. 2.5-6 Displaying Mr. Adekunle Adebambo's (University Libarian) Page in the LASU HRM software (Work Experience module)

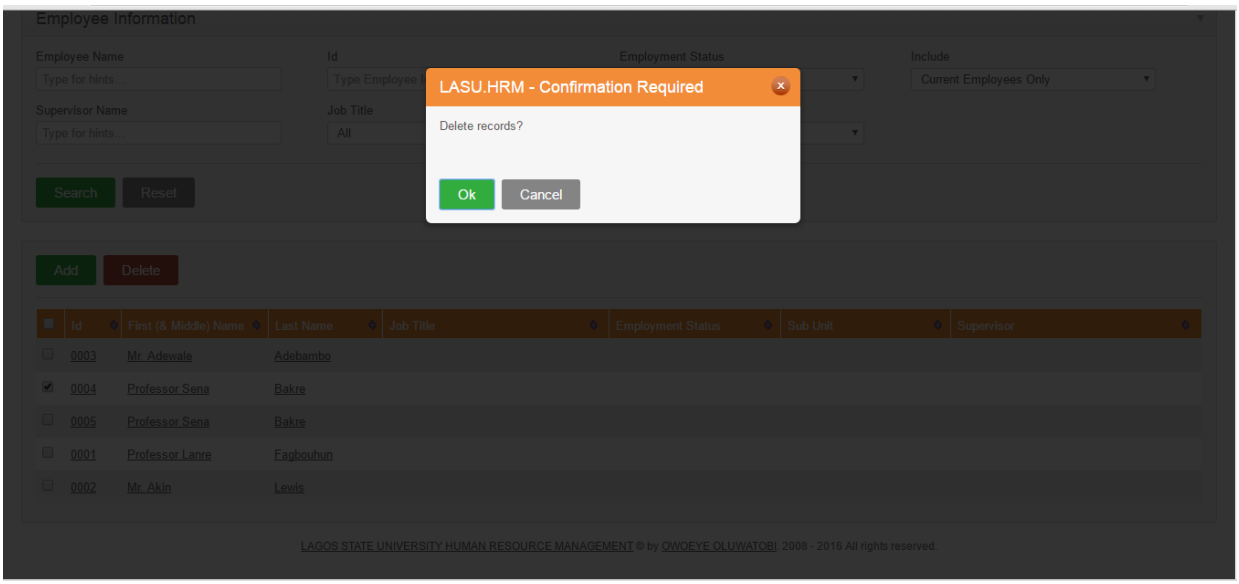


Fig. Showing Delete Confirmation

Client Side Screenshot

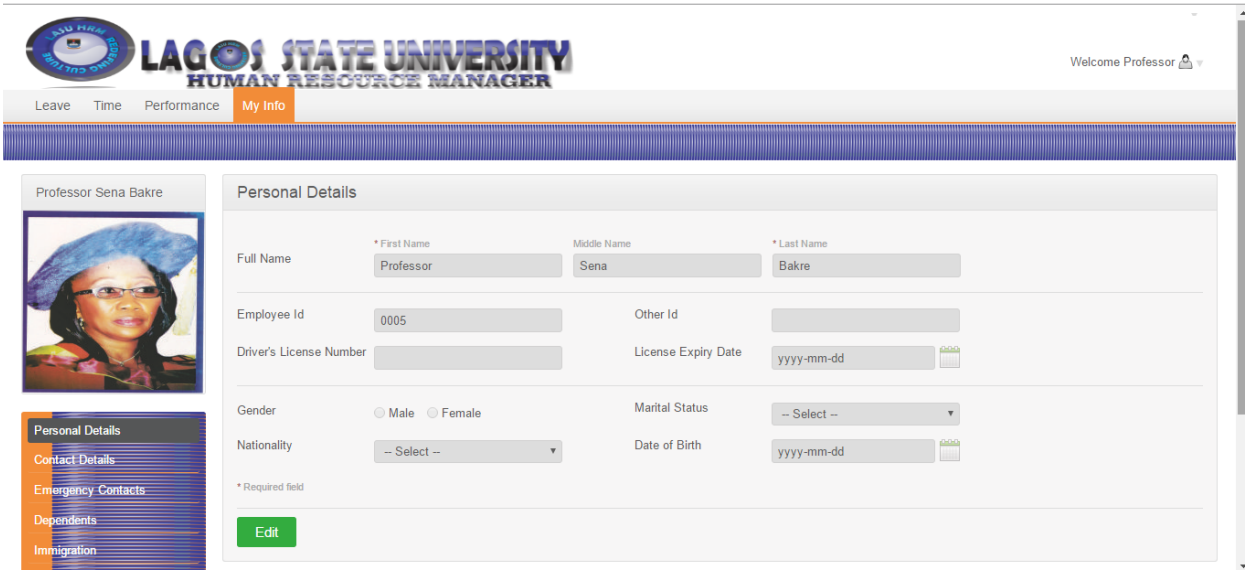


Fig. 2.11 Displaying the Prof. Sena Bakre's Client Side module in the LASU HRM software.

CHAPTER 3

Recommendation, Summary and Conclusion

3.1. RECOMMENDATION

This software is strongly recommended for adoption and immediate use. In the future this could save the University huge time and resources.

This software ***is not for sale*** but by God's grace a little contribution on my part to the upkeep and development of the University Community. Hence the cost of the software development, deployment and maintenance has been removed.

The things needed are the recommended system requirements for running and maintaining this software are listed as follows:

S/N	ITEM	DESCRIPTION	QUANTITY
1.	HP Proliant Server Computer Systems	*Possible Intel Duo Core+HDD 500GB, 3GB of RAM+Windows Vista, 7 or 8, 9 or 10.*	5
2.	a. A dedicated Academic Staff Establishment & A dedicated **Non-Academic Staff Establishment** local computer Server for storing files Scanner and Strong HP LaserJet Machine. *NB. A 2TERABYTE External HDD for data backup is also recommended. For each Establishment.*	*Optionally A domain name + Web Hosting Space just like the ones for LASU's websites (http://lasu.edu.ng, http://dpu.lasunigeria.org)* ***but*** *this software is highly recommended to be installed on separate local servers dedicated for* ***Academic Staff Establishment*** *and* ***Non Academic Staff Establishment*** *respectively.*	1

3.2. CONCLUSION AND SUMMARY

As can be seen from this little presentation, the future we have all been waiting for is already here with us. What we do with it will certainly be judged not by us but by **Future Generations** to come. This is certainly a stitch in time that saves nine. Thank you and God bless abundantly.