

Service Charter

In our service delivery, we pledge that:

- The process of recruitment and promotion shall be completed within three months, from advertisement to issuance of letters
- The Department shall maintain a healthy, safe and pleasant environment
- Staff performance appraisal shall be conducted between October and March every academic year
- The Department is a CORRUPTION FREE zone
- Disciplinary cases for staff shall be completed within a period of thirty days
- The Department is an illicit drug free and a no smoking zone
- All telephone calls shall be attended to within twenty seconds
- Routine correspondence shall be replied to within seven days from the date of receipt
- The Administration Department shall not condone impropriety
- Clearance of staff shall be finalized within two days