

**Contact Address:**

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**ABIODUN, BABATUNDE DONALD****CAREER OBJECTIVES:**

To work in an organization with a vision that promotes innovation and creativity which contributes towards the growth and development of the organization in realizing their set objectives and goals.

**PERSONAL CORE VALUE DRIVES:**

- Ability to supervise, direct and guide individuals and group in the completion of tasks and fulfillment of goals.
- Strong ability to work in and lead a team.
- High achiever with goal oriented attitude to grow.
- Excellent networking skills/customer management skills with a view of taking the company to the top.
- Effective communication and problem solving skill.

**SKILLS**

- Excellent in communication, customer relations and interpersonal skills.
- Excellent in planning and organization skills.
- Customer management skills.
- Ability to work independently with little or no supervision.
- Able to take initiative and work as part of management team.

**WORK EXPERIENCE**

**School of Postgraduate Studies, Mountain Top University**

**2023 -- till date**

**Designation: Assistant Registrar**

**Duties:**

- Assisting in the processing of all documents and other matters related to the SPGS Board of Studies
- Assisting in handling some matters related to SPGS students screening exercise and registration
- Assisting in coordinating the SPGS Graduating list for University convocation
- Assisting in coordinating the SPGS admission screening exercise
- Assisting in coordinating matters relating to external examiners
- Assisting in coordinating SPGS Postgraduate Examination
- Any other assignments as instructed by the Dean, School of Postgraduate Studies, Registrar, and the Vice-Chancellor

**Academic Affairs Department, Mountain Top University**  
**Designation: Assistant Registrar (Administrative Officer)**

**2022 -- 2023**

**Duties:**

- Assisting in the processing of all documents and other matters related to the Senate
- Assisting in handling some matters related to university convocation
- Assisting in coordinating the university admission screening exercise
- Assisting in coordinating matters relating to external examiners
- Assisting in coordinating university foundation studies results
- Assisting in registering of JAMB prospective candidate for the university
- Assisting on the Interviewed Report of Teaching and Non-Teaching Staff at Mountain Top University
- Any other assignments as instructed by the Director of Academic Affairs, Registrar, and Vice-Chancellor

**Student Affairs Department, Mountain Top University**

**2020 -- 2022**

**Designation: Administrative Officer I**

**Position: Student Affairs officer II**

**Duties:**

- Assisting the Ag. Dean of Student Affairs in coordinating the university orientation exercise
- Assisting the Ag. Dean of Students' Affairs in coordinating the university matriculation exercise
- Assisting the Ag. Dean of
- Students Affairs in coordinating the university's special leadership training for the Student Representation Council
- Assisting the Ag. Dean of Students Affairs with the coordination of university student week and community service.
- Assisting the Ag. Dean of Students Affairs in coordinating and monitoring all hostel-related matters
- Assisting the Ag. Dean of Students Affairs in organizing and coordinating all workshops, seminars, and conferences by the university for all students
- Assisting the Ag. Dean of Students Affairs in coordinating and monitoring tests and examinations by the university.
- Assisting the Ag. Dean of Students Affairs in organizing and coordinating all matters related to alumni
- Assisting the Ag. Dean of Students' Affairs by attending to students
- Assisting the Ag. Dean of Students' Affairs by monitoring student activities
- Any other assignments as instructed by Ag. Dean, students Affairs and Vice- Chancellor

**College of Basic & Applied Sciences, Mountain Top University**

**2018-2020**

**Designation: Administrative Officer I**

**Position: College Officer**

**Duties:**

<b>S/N</b>	<b>DUTIES</b>	<b>TASK</b>
<b>1</b>	COLLEGE REGISTRATION FOR STUDENTS IN THE FOLLOWING CATEGORIES: <ul style="list-style-type: none"><li>• NEW STUDENTS AND OLD STUDENTS</li></ul>	a) REGISTERING BOTH NEW AND RETURNING STUDENTS FOR COLLEGE REGISTRATION b) VERIFICATION AND ASSESSMENT OF EACH DOCUMENTS.

- COLLECTION OF COURSE REGISTRATION,
  - EXAMINATION DOCKET
  - MATRICULATION CEREMONY
  - CONVOCATION CEREMONY
  - FINAL YEAR STUDENT CLEARANCE AND PROJECT
- 2
- SECRETARY TO COLLEGE BOARD OF STUDIES AND COLLEGE CONSIDERATION OF RESULTS.
  - PROVIDING ASSISTANCE BY ORGANIZING THE FIRST COLLEGE ORIENTATION FOR 2019-2020 ACADEMIC SESSION.
- 3
- SECRETARIAL AND CLERICAL DUTIES:
  - PREPARES, TYPESETS AND PROCESS DOCUMENTS FOR THE DEAN WHILE THE SECRETARY WAS ON OTHER ASSIGNMENT OR LEAVE.
- c) ARRANGING AND CHECKING FOR REQUIRED DOCUMENTS.
  - d) OPENING FILES FOR STUDENTS.
  - e) DOCUMENTATION OF REGISTERED STUDENTS.
  - f) COLLECTION AND FILING OF COURSE REGISTRATION FORMS, EXAM DOCKET AND LMS FOR FIRST & SECOND SEMESTER OF THE ACADEMIC SESSION.
  - g) DISTRIBUTION OF STUDENT FILES TO VARIOUS DEPARTMENT IN THE COLLEGE FOR DEPARTMENTAL REGISTRATION.
  - h) COLLECTION OF MATRICULATION AND CONVOCATION GOWNS FROM ACADEMIC AFFAIRS.
  - i) RECORDING AND GIVEN OUT GOWNS TO STUDENTS FOR MATRICULATION CEREMONY.
  - j) RECORDING AND GIVEN OUT GOWNS TO STUDENTS FOR CONVOCATION CEREMONY.
  - k) CLEARANCE FOR FINAL YEAR STUDENTS, CHECKING OF PLAGIARISM % WITH SOFT COPY AS WELL AS COLLECTION OF STUDENTS PROJECTS FOR THE COLLEGE.
- i. SECRETARY FOR COLLEGE OF BASIC AND APPLIED SCIENCES RESPONSIBLE FOR ORGANIZING, COORDINATING, SERVICE OF NOTICES FOR MEETINGS AND PREPARING MINUTES OF THE MEETING.
  - ii. PROVIDING ASSISTANCE BY ORGANIZING ARRANGING THE VENUE AND COORDINATING FIRST COLLEGE ORIENTATION FOR THE 2019-2020 ACADEMIC SESSION.
- a) ASSISTING THE DEAN BY PROVIDING RELEVANT INFORMATION, RESPONDING TO VARIOUS REQUEST AND CHECKING HIS MAILS FOR THE UP TO DATE SMOOTH RUNNING OF THE COLLEGE.
  - b) ASSISTING IN DISPATCHING AND DISTRIBUTING THE UNIT CIRCULARS OF MAILS/CORRESPONDENCE.
  - c) ASSISTING IN DISPATCHING AND DISTRIBUTING MEMO, THE UNIT CIRCULARS OF MAILS/CORRESPONDENCE.

- 4 MAINTENANCE OF COLLEGE FACILITIES:**
- SUPERVISING AND TAKING INVENTORY OF ALL FACILITIES AVAILABLE FOR COLLEGE OF BASIC AND APPLIED SCIENCES.
  - DISTRIBUTION OF FURNITURES FOR THE COLLEGE OF CBAS.
  - OPENING OF LECTURE ROOMS, OFFICES & LABS AS WELL AS LOCKING ALL THE LECTURES ROOMS ON DAILY BASIS ALL THE ACADEMIC SESSION.
  - TIDYING ENVIRONMENT
  - PUNMPING OF WATER
- 1. SUPERVISING MAJOR WORKS SUCH AS:**
- a) SUPERVISING CONTRACTORS WORKS, SUPPLY OF EQUIPMENTS TO THE LABS, SUPPLY OF UPS TO THE INTERACTIVE BOARD.
  - b) SUPERVISING FITTING & REPAIRING OF A/C'S IN THE LABS, LECTURE ROOMS & OFFICES.
  - c) SUPERVISING FIXING OF LECTURE ROOMS DAMAGE FURNITURES IN THE COLLEGE.
  - d) TAKING INVENTORY OF ALL FACILITIES AVAILABLE FOR COLLEGE OF BASIC AND APPLIED SCIENCES.
  - e) DISTRIBUTION OF FURNITURES TO ALL LECTURE ROOMS, LABS AND LECTURERS OFFICE IN THE COLLEGE OF CBAS.
  - f) SUPERVISING CONTRATOR ON ENGRATIFING OF ALL FACILITIES IN THE COLLEGE (OFFICES, LABS & LECTURE ROOMS).
  - g) ENSURING CUTTING OF WEEDS AND CLEANING OF THE SOROUNDING, LABS, OFFICES AND LECTURE ROOMS IN THE COLLEGE.
  - h) PUNMPING OF WATER TO CBAS EXTENTION AT INTERVAL ON DAILY BASIS ALL THROUGH THE ACADEMIC SESSION.
  - i) ENSURING ALL LIGHTS AND A/CS IN THE LABS, OFFICES AND CLASSROOM WERE PUT OFF ON DAILY BASIS ALL THROUGH THE ACADEMIC YEAR.
- 5 PREPARATION OF ADMISSION SCREENING EXERCISE**
- a) ASSITING IN PREPARING PROSPECTIVE STUDENTS FOR ADMISSION SCREENING EXERCISE.
  - b) CHECKING & VERIFICATION OF DOCUMENTS
- 6 LECTURES SCHEDULES AND STUDENTS ACTIVITIES**
- a) ENSURING THAT LECTURE THREATERS WERE READY FOR TEACHING ON DAILY BASIS AS WELL AS SATURDAY ALL THROUGH THE ACADEMIC SESSION.
  - b) PROVIDING ASSISTANCE FOR CLASHING OF THE LECTURE VENUE ON THE TIME-TABLE.
  - c) PROVIDING ASSISTANCE FOR SETTING UP OF DEVICES (PUBLIC ADDRESS SYSTEM, MONITORS & PROJECTORS) FOR LECTURES.

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|---|---|--|
| 7 | PREPARATION FOR FOUNDATION STUDIES AND CATCH-UP PROGRAMME FOR THE ACADEMIC SESSION AT COLLEGE OF BASIC AND APPLIED SCIENCES.  | <ul style="list-style-type: none"> <li>d) PROVIDING ASSISTANCE FOR COLLEGE DEPARTMENTAL UNIONS ACTIVITIES.</li> <li>e) KEEPING OF LOST ITEMS BY THE STUDENTS.</li> </ul>   |
| 8 | MONITORING OF STUDENTS ACTIVITIES AND ROUTINE CHECKING OF COLLEGE FACILITIES  | <p>ASSITING DURING THE PREPARATION FOR FOUNDATION STUDIES AND CATCH-UP LECTURES AND EXAMINATION PERIOD. PROVIDNG LIST OF FOUNDATION CATCH UP STUDENTS, TEACHING PERSONNEL AND COURSES REGISTERED FOR THE COORDINATOR. ENSURING THAT THE EXAM VENUE WERE READY.</p> <p>MONITORING STUDENTS ACTIVITIES BOTH IN THE LABS, COLLEGE LIBRARY AND CLASSROOMS. LIKEWISE, CHECKING OF COLLEGE FACILITIES FROM TIME TO TIME.</p>   |
| 9 | <p>PARICIPATION AS MEMBERS TO THE VARIOUS UNIVERSITY COMMITTEE’S SUCH AS:</p> <ol style="list-style-type: none"> <li>1. QUALITY ASSURANCE COMMITTEE</li> <li>2. ENVIRONMENTAL SANITATION COMMITTEE</li> <li>3. EXAMINATION MONITORING OFFICER</li> <li>4. LECTURE MONITORING OFFICER</li> <li>5. UNIVERSITY PFU MEMBER</li> </ol> | <p>ASSITING IN ORGANIZING, COORDINATING AND PREPARING REPORTS FOR THE COMMITTEE. ENSURING FOOLOW-UP OF VARIOUS RECOMENDATION BY THE COMMITTEE. RESOLVING EVERY FORM OF CLASHING AND ENHANCE HARMONIOUS TIME-TABLE. ESTABLISHMENT. RESPONSIBLE FOR CONSTANT MONITORING AND ASCERTAIN THE EXTENT OF THE COMPLIANCE ON QUALITY ASSURANCE. PLANNING, ORGANIZING AND COORDINATING ALL THE ACTIVITIES OF THE COLLEGE FOR ANY ACTIVITIES. ENSURING FOOLOW-UP OF VARIOUS RECOMENDATION BY THE COMMITTEE. LECTURE ...MONITORING OFFICER ENSURING THAT LECTURES TAKE PLACE AS AT WHEN DUE AND OBSERVE FOR QUALITY SERVICE DELIVERY.</p> <ol style="list-style-type: none"> <li>i. EXAMINATION MONITORING OFFICER ENSURING SMOOTH RUNNING OF THE EXAMINATION. SPECIAL ASSIGNMENT ON TAKING INVENTORY OF UNIVERSITY FACILITIES AND COMPILING LIST OF EQUIPMENTS FOR NUC ACCREDITATION EXERCISE.</li> <li>ii. A PRE-MONITORING EXERCISE FOR EXAMINATION PREPARATION AND MATERIALS TO THE COLLEGE’S.</li> <li>iii. MEMBER OF QUALITY ASSURANCE MONITORINGTEAM FOR EXAMINATION QUALITY SERVICE DELIVERY.</li> </ol> |

**10** GENERAL WORKS CARRIED OUT BY  
COLLEGE OFFICER

- iv. PROVIDING ASPIRATIONAL WORDS AND QUOTATIONS FOR VARIOUS COLLEGES AND UNIVERSITY ENVIRON.
- i. REQUESTING AND ASSISTING IN BRINGING STATIONARIES AND EXAMINATION MATERIALS TO THE COLLEGE.
- ii. PROVIDING ASSISTANCE BY DISTRIBUTING EXAMINATION MATERIALS SCHEDULES FOR EACH PAPERS.
- iii. COLLECTION OF EXAM QUESTIONS FOR COLLEGE RECORDS.
- iv. RESPONSIBLE FOR ALL THE KEYS TO ALL THE OFFICES, LECTURE ROOMS AND LABORATORIES. OPENING AND LOCKING UP ALL THE OFFICES.
- v. PUMPING OF WATER TO THE COLLEGES.
- vi. ENSURING THAT CLEANERS TIDY UP AND CLEANS ALL THE ASINGED PLACES FOR THE COLLEGE.
- vii. PROVIDING ASSISTANCE DURING THE ACCREDITATION EXERCISE & PROGRAMME VERIFICATION BEFORE AND DURING NUC VISIT TO THE COLLEGE AS WELL AS THE DEPARTMENT THAT ARE DUE FOR ACCREDITATION.
- viii. TO ASSIST AND ENSURE THAT BASIC FACILITIES NEEDED DURING THE EXERCISE WERE PUT IN PLACE FOR THE SUCCESSFUL OUTCOME OF THE EXERCISE, .AT THE COLLEGE.
- ix. PROVIDING ASSISTANCE IN ORGANIZING, ARANGING AND SETTING UP THE VENUES FOR VARIOUS SEMINAR, SYMPOSIUM AND CONFERENCES FOR THE STAFFS AND STUDENTS.
- x. CALLING ON FULKEM FOR REPAIRS OF DAMAGED DOORS HANDLE, TOILETS FITTINGS AND PLUMBING WORK.

**PARICIPATION AS MEMBERS TO THE VARIOUS UNIVERSITY COMMITTEE'S SUCH AS: 2018-till date**

- Academic Planning Committee
- Business Committee of Senate
- Academic Development Committee
- Centre for Continuing Education
- University Time- Table Committee
- University Canteen Committee
- Environmental Sanitation Committee
- Quality Assurance Committee
- University Canteen Committee
- Examination Monitoring Officer
- Lecture Monitoring Officer
- UNIVERSITY PFU MEMBER
- University Contract Committee

**Academic Planning Unit, Mountain Top University**

**2016-2018**

Designation: Administrative Officer II

Position: Administrative Officer

Duties: Administrative & Planning wok, Lectures and Examination Monitoring Officer,

**Secretary to The Various University Committee's such as:**

**Secretary in Attendance for First Senate Statutory Meeting and Preparing Minutes and Matter Arising.**

**Secretary for Academic Planning Committee;** Responsible for Organizing, Coordinating and Preparing

Minutes of the Meeting; Provide Information on NUC as a Sense of Focus and Guide for Various Departments by Complying with Benchmark for Minimum Academic Standard.

**Secretary for Sub-Committee/Member University Mock Accreditation Team (Academic Planning Unit);**

Sub-Member of Mock Accreditation Team (Academic Planning Unit) In Preparation of upcoming National Universities Commission (NUC) Accreditation Exercise. Providing relevant information, documents and materials to aid and assist in carrying out the exercise successfully. Ensuring follow-up of various recommendations by the Committee.

**Secretary for Computer and ICT Committee;** Responsible for Planning, Organizing and Coordinating of the Meeting; Preparing Minutes and ensuring Follow-Up of various Recommendations by the Committee.

**Secretary for University Time- Table Committee;** Responsible for Preparing both Lecture Time-Table and Examination Time-Table of the Academic Session. Resolving Every Form of Clashing and Enhance Harmonious Time-Table.

**Secretary for Centre for Continuing Education;** Responsible for Preparing and Developing Operational Modalities and Appropriate Guideline for the Establishment or introduction of new programmes; To also planned and Prepared for Meetings and Minutes.

**Secretary for Quality Assurance Committee;** Responsible for Constant Monitoring and ascertain the Extent of the Department and College Compliance with the NUC 'S Directive on the Quality

Assurance; Planning, Organizing and Coordinating of the Meeting, Preparing Minutes and Ensuring Academic Follow-Up of Various Recommendations by the Committee;  
Designing templates for both the Lectures and Examination monitoring exercise;  
A Pre-Monitoring Exercise for Examination Preparation and Materials to the College's. Member of Quality Assurance Monitoring team for Examination Quality Service Delivery.

**Secretary for Academic Development Committee;** Responsible for Planning, Organizing, Preparing Minutes and various requests for University Management.

**Secretary for Business Committee of Senate;** Responsible for preparation of various request for Senate approval; Planning, Organizing, and Preparing Minutes.

Lecture Monitoring Officer: Ensuring that Lectures take Place as at when due and observe for Quality Service Delivery.

**Examination Monitoring Officer:** Ensuring Smooth Running of the Examination.

**University Special Assignment:** Taking Inventory of University Facilities and Compiling List of Equipment's for NUC Accreditation Exercise; Organizing, Preview and collating all Departmental handbooks for all the colleges.

#### **FORMER POST**

**Human Resource Development Centre (HRDC) University of Lagos** 2012-2015

Position: Assistant Coordinating Academic Affair

Duties: Coordinating and Monitoring Officer for all Academic activities

**Department of Mass communication:** (PGDE and M.Sc.);

**Department of Economics:** (PGDE and M.Sc.);

**Department of Psychology:** Managerial Psychology (M.Sc.) and

**Security and Intelligence Studies (MSIS).**

**International Non-Government Organization working experience**

Developing Effective Private Education in Nigeria (DEEPEN) 2015  
Project Field Officer

**Department for International Department (DFID) and Education Sector Support Programme in Nigeria (ESSPIN)**

Position: Field Officer

Duties: Monitoring learning achievement (MLA) monitoring working 2010-2013

Repetition survey in Lagos state Public Secondary Schools

Private Schools Census Enumerator Training

**International School University of Lagos (ISL)** 2009

Position: Administrative Officer

Duties: Registration of Student and preparation of

Casual salary workers

**Ears Auto Recovery, Ilupeju Town Planning Lagos State** 2004

Position: Administrative Officer

Duties: Customer Service



<b>OTHER ACTIVITIES OUTSIDE CURRENT EMPLOYMENT</b>	
<b>Part-Time Lecturing Yaba College of Technology (YABATECH)</b>	2015
<b>Department of Office Technology and Management (OTM)</b>	
<b>Supervisory Presiding Officer, INEC ADHOF STAFF</b>	2015
<b>Hall Monitoring Officer for Distance Learning Institute (DLI)</b>	2012-2015
<b>Supervisor student industrial working experience Business Education (SIWES)</b>	2009-2011
<b>Invigilator Undergraduate Examination Faculty of Education</b>	2008-2015
<b>Invigilator Entrance Qualifying Examination (PGDE and M.Ed.) Faculty of Education</b>	2009-2014
<b>Assistant Coordinator PGDE Examination Faculty of Education</b>	2010-214
<b>Invigilator Sandwich Examination Sandwich office UNILAG</b>	2008-2014
<b>Exam Officer for Joint Admission Matriculation Board</b>	2013
<b>Team Leader volunteers EKO 18th National Sport</b>	2012
<b>Duties: Deployment of Volunteers and Corpers to event centres, Crowd management Conflict resolution Operations and logistics</b>	
<b>Assistance supervisor for DLI Admission Interactive Session</b>	2011
<b>Supervisor for International Secondary School University of Lagos (ISL) Entrance Examination</b>	2010
<b>Office Assistant for ISL Entrance Examination UNILAG</b>	2009-2002
<b>Bodus Venture, Ijebu-Ode Ogun State</b>	
Position: Administrative Officer	
Duties: Supervisory Role	
<b>Ire-Akari Grammar School Solo Lagos</b>	2006
Position: School Teacher	
Duties: Subject Teacher (Business Studies)	
<b>Ijemotitun High School Abeokuta, Ogun State</b>	2003
Position: School Teacher	
Duties: Subject Teacher (Business Studies)	
<b>Rock of Ages Nursery and Primary School</b>	2002
Position: Headmaster	
Duties: School Administrator	
<b>Ogun State Plantation High School Area J4</b>	2001
Position: School Teacher	
Duties: Subject teacher (Business studies)	
<b>TRAINING PROGRAMME ATTENDED</b>	2015-till date
<b>Certificate in Ordinary and Advanced Digital Appreciation Programme for Tertiary Institutions (Adaptive Training)</b>	

Impactful University Administration: The Challenges Ahead Of Professional Administrators (Anupa), 'Intranet Web-Based Human Resources Management Solution to the Management', training on Premier ERP(enterprise resource planning), workshop on Office Communication Skills, Essential Knowledge And Ability Required For Professional Administrators the Two-Day Workshop For Administrative Officers, Institute for National Transformational Workshop for Administrative Officers

## COMMUNITY SERVICE

By Providing Assistance in helping the university on Community Service Engagement

## INDUSTRIAL ATTACHEMENT EXPERIENCE

- Legacy computer college, Abeokuta, OgunState
- Department of Business Education, Tai Solarin College of Education (As an administrative officer)

## Membership of Research Institute

Educational Research Network for West and Central Africa 2009-2014

## Award of Recipient

- An Icon of Excellency and Cooperate Achiever 2007
- General Coordinator of the Year 2003
- Best Coordinator of the Year 2000

## POST SECONDARY EDUCATON WITH DATE

- University of Lagos, Master in Business Education 2015
- University of Lagos, Master in Educational Administration 2011
- University of Lagos, First Degree in Business Education 2007
- Tai Solarin College of Education, N.C.E. in Business Education 2002

## EDUCATIONAL QUALIFICATION

- M.Ed Business Education 2015
- M.Ed Educational Administration and Planning 2011
- B.Sc (Ed) Business Education 2007
- N.C.E. Business Education 2002

## PERSONAL INFORAMTION

**Nationality:** Nigeria  
**State of Origin:** Ogun State  
**Local Government:** Ijebu-Ode  
**Date of Birth:** 17th June, 1976  
**Sex:** Male  
**Marital Status:** Married  
**Next of Kin Address:** Mrs. Oluwakemi Temitayo Abiodun  
 Estate Department  
 MFM, Iwaya Onike,  
 Lagos, Nigeria.

**Language:** English and Yoruba. (A little bit of French)

**Hobbies:** Reading, Writing, Counselling, Researching & Teaching, Playing table tennis and watching documentary, attending workshop, Seminar and Conferences.

### **SELF DESCRIPTION**

- A confident and self-motivated versatile, dynamic and highly result oriented.
- A hard working conscious and reliable personality.
- A highly enthusiastic, with good behaviour qualities, result oriented and interpersonal skills with good initiative, energetic and highly resourceful.

### **NAMES OF ADDRESS OF REFEREES**

#### **Prof. Moses Abiala**

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#### **Prof. SupoJegede**

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#### **Prof. Oyebade Stephen**

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#### **Mr. A. Obafemi Keshinro**

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