



OFFICE OF THE UNIVERSITY SECRETARY

Our Ref: ADM142/158/01

Date: 30th January 2026

To: Deans/Chiefs and their Administrators,
Academic Registrar,
Dean of Students,
University Librarian,
University Bursar,
Deputy US,
Deputy Chief ICT
Principal Quality Assurance Officer,
Staff from Internal Audit Directorate,
Staff from University Bursar's Office, including Planning Unit
Staff from Procurement and Disposal Unit.

From: University Secretary

RE: IFMS TRAINING ON FULL IMPLEMENTATION OF ITEM MASTER IN THE FIXED ASSET MODULE.

The Accountant General's Office has organized IFMS training for public entities, to be conducted at the New Computer Lab from 9th February 2026 to 20th February 2026.

You are cordially invited to attend a mandatory IFMS training, which will primarily focus on the full implementation of the Item Master in the Fixed Asset Module, as per the schedule below.

Training Schedule

| SN | Category | Date | Time |
|----|--|--|---------------|
| 1 | Deans/Chiefs and their Administrators, Academic Registrar, Dean of Students, University Librarian, Deputy US, Deputy Chief ICT, Principal Quality Assurance Officer, Staff from Internal Audit, Planning Unit and Staff from Procurement and Disposal Unit | 09 th Feb 2026 | 9:00Am-5:00Pm |
| 2 | Head of Accounts and Accountants. | 17 th Feb-18 th Feb 2026 | 9:00Am-5:00Pm |

Please attend in person to equip yourself with necessary skills and competencies on the IFMS for proper usage and you are required to prepare and document all challenges that you have observed and share with the Team during training session to aid system improvement.

cc. Vice Chancellor
Deputy Vice Chancellor Academic Affairs