NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

AN ASSESSMENT OF THE APPRAISAL SYSTEMS OF STUDENT RECORDS AT THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY: A CASE STUDY OF ADMISSIONS AND STUDENT RECORDS DEPARTMENT.

BY

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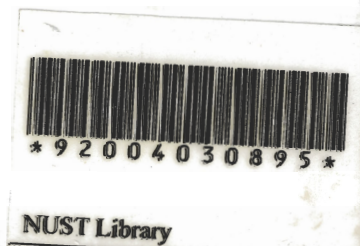
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RECORDS AND ARCHIVES MANAGEMENT

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ABSTRACT

Appraisal remains one of the critical exercise in the management of records. The present study aimed at assessing the appraisal systems of the student records at the National University of Science and Technology. Meaningful appraisal can be done with adequate appraisal resources. It is through the process of appraisal that the National University of Science and Technology will be able to preserve evidence of the recruitment, administration of students and the provision of support services to students throughout their relationship with the University. The study examined the existing appraisal policy, methodologies currently in practice, appraisal criteria, impact of appraisal, effects of appraisal to disposal, assessed the competency skills of those tasked with this delicate task and the challenges of appraisal. The study employed qualitative approach to have in-depth discussion with respondents. The study's gathering tools involved structured questionnaires and in-depth interviews. The respondents included the senior assistant registrar, two administrative assistants, chief secretary, four senior secretaries and two student trainees. The overall findings revealed that appraisal was not being conducted in a professional manner and this fact resulted in the malfunctioning of the ASR and loss of corporate memory. The study also revealed that the lack of expertise to carry out the process, lack of appraisal policy and unique nature of student records constituted an impediment to appraisal. The study's conclusions and recommendations were that there was need to have an appraisal policy, adopt to the macro appraisal, employ qualified records managers or train the existing staff records management. In conclusion, meaningful appraisal can be done through adequate resources .