

PROFILE

Name: Shakirat Oluwatoyin TEWOGBADE

Date and Place of Birth: 9th October, 1965/Ikire, Osun State

Nationality: Nigerian

State/Local Government of Origin: Osun State/Irewole Local Government

Permanent Home Address: Jifarolo's Compound, Olorisa-Oko Area, Ikire,
Osun State

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Marital Status: Married

Educational Institutions Attended with Date:

Obafemi Awolowo University, Ile-Ife, Osun State	-	1996 - 2000
University of Ilorin, Ilorin, Kwara State	-	1988 - 1991
Oyo State College of Education, Ila-Orangun, (Now Osun State)	-	1983 - 1987
Comprehensive High School, Ayetoro, Ogun State	-	1980 - 1983
Ayedaade Grammar School, Ikire, Osun State	-	1978 - 1980
St. Andrew's Anglican Primary School, Ondo, Ondo State	-	1970 – 1976

Academic Qualifications with Date:

M. A. Educational Administration	-	2000
B. Ed. Educational Management (Second Class Honours, Upper Division)	-	1991
Nigeria Certificate in Education	-	1987

West African School Certificate (WAEC Ordinary Level)	-	1983
General Certificate of Education	-	1986

Professional Qualifications with Date:

Certificate Course in Desktop Publishing - LAUTECH, Ogbomoso -	2004
CISCO Certificate Course in IT Essentials: PC Hardware and Software	- 2012
Certificate Course in Digital Appreciation Programme for Tertiary Institutions - Digital Bridge Institute	- 2012
Certificate Course in Advanced Digital Appreciation Programme for Tertiary Institutions - Digital Bridge Institute	- 2015

Membership of Professional Bodies/Associations:

Member, Association of Nigerian University Professional Administrators

(ANUPA) November 22, 2006 - **Membership No: 1081**

Member, Association of International Education Administrators (AIEA), United Kingdom

(MAIEA/UK) April 3, 2013 - **Membership No: 00089735**

Member, Nigerian Institute of Management (NIM) August 23, 2013 -
Membership No: 003405

List of Publications

Tewogbade, S. O. (2015): “Carving an Administrative Model for UNIOSUN: A Needed Reform” *Research Journal of Health Sciences Volume 3(3) July-September 2015* - EipeksMaillon Enterprises.

Ajibola K. S., Olonade Z. O. & **Tewogbade S. O.** (2019) Entrepreneurship Training Programme and Gender Hindrance on Entrepreneurial Intention among Graduates: Evidence from Nigerian University. *UNIOSUN International Journal of Business Administration (UIJBA)* 3(i), 109-121

Ajibola, K. S., Lanre-Babalola, F. O., Eniyewu, A. J., Balogun, A. R., Abdulazeez, A. O., **Tewogbade, S. O.**, Ogundoyin, O. R., & Gbotosho, A. S. (2023). Exploring Compensation Packages and Employees’ retention: Evidence from Nigerian Breweries, Ilesha, Osun State Nigeria. *Journal of Behavioural Studies*, 4(2), 19 – 35. *A Publication of the Department of Behavioural Studies, Redeemer’s University, Ede, Nigeria.*

Lanre-Babalola, F. O., Oginni, B. O., Ajibola K. S., Olowu, A. E., Babalola, R. A., **Tewogbade, S. O.**, Ilori O. A., & Gbotosho A. S. (2023). Human Capital Development and Employee Performance: Evidence from Osun State Ministry of Human Resource and Capacity building, Nigeria. *Journal of*

Other Relevant Activities Outside Current Employment

Secretary, UNIOSUN Muslim Community - 2011 to date

Matron, Ikire, Peace Manifold

Member, Education Committee of Oke-Ada Community Development Association

Member, Dynamic Social Club of Nigeria, Ikire, Osun State

Member, Ifesowapo Community, Owode-Ede, Osun State

Major Professional Achievements, Contributions including Awards Received

- i. As an Assistant Registrar and pioneer Head of Council Affairs Unit of the newly established University, in the year 2007, I was the Secretary to Committees of Council on Review of UNIOSUN Law (2006), Conditions of Service of Staff and other important Committees.
- ii. I designed Contractor's Registration Certificate which is still in use till date. I also designed Contractors' Register which made it easy to retrieve information about the University's registered Contractors from inception till date
- iii. As the College Secretary, College of Health Sciences, I demonstrated efficient management of student records, and I ensured compliance with relevant policies and regulations by staff and students. I succeeded in managing the complexities and responsibilities of the position of College Secretary effectively. I created a supportive and welcoming environment for students; encouraging students to persist and succeed particularly during staff- student colloquium
- iv. During this period, I gained extensive experience in managing students including counseling of students, managing student records and registration processes. I was fully involved in organizing Resource verification exercise for B.Sc. Anatomy, Physiology, Public Health and BNSc. Nursing.
- v. I served as Secretary, Organizing Committee on Strategies for Improvement of Diabetes Care in Nigeria (SIDCAIN) in the year 2011 during which the university hosted former President Olusegun Obasanjo as the Guest speaker.
- vi. When I was the officer in charge of Senate division of Academic Affairs Unit of the university, I, and the Deputy Registrar / Head of Academic Affairs collaborated with the staff of the Directorate of Information Management Technology Centre on the introduction of automated processes of processing students' results and implementation and customize of certain features to improve and fast track clearance of graduating students.
- vii. I prepared the drafts of the third edition of the Senate Digest for the attention of the Head of Academic Affairs.
- viii. As the officer in charge of generation of graduating list as approved by Senate, I demonstrated the ability to manage a secure and efficient record keeping; as member of the task force on verification of graduating students' result, I ensured that students meet all the requirements for graduation before recommending such student to the Deputy Registrar/Head of Unit for clearance.
- ix. As Secretary, Student Disciplinary Committee, I learnt the daily operations of dealing with students including carrying out investigative duties and was fully involved in counseling of students. The role involved dealing with sensitive student information including handling and

disclosure of student information, maintaining confidentiality and ensuring compliance with all relevant regulations and it was carried out efficiently.

- x. As member of the Central Examination Malpractices Committee, I followed guidelines on fairness and consistency while evaluating each of the cases individually and considering the university policies and penalties as stated in the Students' Handbook thereby upholding the integrity of academic polices.
- xi. As Secretary, Technical Committee on Transfer of 300 – 500 Level MBBS Students of Osun State University to V. N. Karazin Karvin University, Ukraine, I was fully involved in developing a transition plan for stagnated MBBS students in the year 2010. I provided appropriate support, documentation and coordination for those transiting to Ukraine. The College identified alternative courses for those not qualified to transit to Ukraine that allowed them to continue their education during which I provided advisory sessions and liaised with other departments to make decisions about their academic programmes.
- xii. I was involved in the preparation of Annual Draft Estimate and Budget for Council Affairs unit
- xiii. I contribute to the University Strategic Plan and play active role in its implementation as Head of unit.
- xiv. To boost the University's Internally Generated Revenue in the face of the dwindling economic crisis, I wrote a proposal on increasing the revenue being generated by Council Affairs Unit and the proposal was approved for implementation by the University management
- xv. I was involved in mentoring of my subordinates. I delivered lectures during training workshops organized for the advancement of knowledge in the university.
- xvi. I engage in self-sponsorship to conferences and training workshops in addition to university sponsorship conferences and workshops to upgrade and update my knowledge of acquiring global best practices; to keep myself informed about the latest trends, policies and regulations both within and outside my locality. I actively participated in professional associations. These events provide valuable opportunities to learn about new developments, share best practices and network with peers from other institutions; investing in myself and my teams' knowledge and skills thereby fostering professional growth.
- xvii. I represented Congregation on Ceremonials Committee between 2012 and 2014 and on the Governing Council of this great university between 2015 and 2017 during which I contributed my quota to the progress of the university.
- xviii. I am a member of Anti-Corruption and Transparency Unit of Osun State University.
- xix. I am also a member of the Committee working on Automation of Registry Department as the Head, Directorate of Council Affairs.

I served the underlisted Committees:

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| i. | Committee on Establishment of UNIOSUN International School | - | 2019 to 2021 |
| ii. | Committee on Tertiary Institution Health Insurance Program | - | 2019 to Date |
| iii. | Board of UNIOSUN Publishing Company | - | 2022 to Date |
| iv. | Committee on Students' Lodging Bureau | - | 2016 - 2021 |
| v. | Committee on Review of UNIOSUN Law | - | 2015 |
| vi. | Council Committee on Preparation of Guidance | | |
| | Notes on Sexual Harassment | - | 2016 |

- vii. Reconstituted Committee on Verification of Certificate of Staff of the University - 2015
- viii. Central Examination Malpractices Investigation Panel - 2012-2018
- ix. Registry Review Panel - 2019 to date
- x. Committee on UNIOSUN Strategic Plan - June 2015 - June 2017
- xi. Anti-Corruption and Transparency Unit of Osun State University - 2017 to date
- xii. UNIOSUN Community Relations Committee for Osogbo Campus - 2017-2021
- xiii. Committee on Automation of Registry Department - 2023
- xiv. Board of Global Affairs and Sustainable Development Initiative - 2022 to date
- xv. Council Committee on Inter-Union Relations and Labour Matters - 2018 to date
- xvi. Secretary, Students Disciplinary Committee - 2013 – 2017
- xvii. Secretary, UNIOSUN Health Research Ethics Committee - 2011 – 2014

Letters of Appreciation Received:

- a. Letter of Appreciation as member of the Local Organizing Committee at the 6th Biennial Conference of the Pro Chancellors of State Universities in Nigeria - September 13, 2022
- b. Letter of Appreciation for serving as the Guest Lecturer at the College Annual Workshop of the College of Health Sciences, UNIOSUN, Osogbo December 12, 2021
- c. Letter of Appreciation for the meritorious service as member of the University Governing Council – June 24, 2015 – June 25, 2017
- d. Letter of Appreciation for Selfless service and commitment as member of Sexual Harassment Training Committee for the Exemplary role played during the Training Programmes- April 7, 2021

Local Conferences/Workshops/Seminars Attended:

- i. 5th Registry Annual Lecture titled Upholding the 21st Century Technological Trend in University Administration: The Registry at its Pivotal organized by the Registry Department, Osun State University, Osogbo (August 27, 2026)
- ii. 4th Registry Annual Lecture titled The Human Touch: Driving University Excellence through Interpersonal Mastery organized by the Registry Department, Osun State University, Osogbo (August 28, 2025)
- iii. Exploring the Interplay between Leadership and Human Behaviour: The Archway to Effective Administration. University of Ibadan 2025 Registry Discourse held on March 12, 2025.

- iv. Conference of the Association of Nigerian Universities Professional Administrators titled: Matching the Pace of Building World Class University: The Expectant Roles of University Professional Administrators held at Idris Abdulkadir Auditorium NUC Building, Abuja. (November 2024)
- v. 3rd Registry Annual Lecture titled The Roles of all Stakeholders in University Administration in the 21st Century - Current Trends in Synergizing the Roles of different Stakeholders in Enhancing University Development organized by Registry Department, Osun State University, Osogbo (August 28, 2024)
- vi. Building Excellent and Sustainable University Administration in the midst of Global Dynamism- UNILORIN 4th Annual Registry Lecture held at University of Ilorin, Ilorin on April 30, 2024
- vii. Change Management in University Administration: A Registrar's Perspectives - Adekunle Ajasin University, Akungba-Akoko Registry Lecture, organized by the Registry Department of Adekunle Ajasin University, Akungba-Akoko on March 26, 2024
- viii. Managing Nigeria Universities in Times Like These: quest for Quintessential Administrators and the Art of Mentworking in University Administration - LAUTECH Registry 4th Seminar Series organized by the Registry Department of Ladoke Akintola University of Technology, Ogbomosho on March 21, 2024
- ix. University of Ibadan 2024 Registry Discourse held on March 13, 2024, at the University of Ibadan
- x. Conference of the Association of Nigerian Universities Professional Administrators titled Re: Visioning, Re-triggering and Recommitting to University Administration in an Era of Uncertainty held at Idris Abdulkadir Auditorium NUC, Abuja, held on November 28 – December 2, 2023
- xi. 2nd Registry Annual Lecture titled Promoting Professionalism and Skill-driven University Administration of Universities in Nigeria -Which Way, Whose Place organized by Osun State University, Osogbo (October 31, 2023)
- xii. Rapporteur at the Osun Education Summit 2023 tagged Governance in Education organized by Osun State Government in Collaboration with Ministry of Education held on Thursday, August 24, 2023 Adolak Hall, Gbongan – Ibadan Road, Osogbo
- xiii. Leadership and Strategic Planning Retreat organized by Osun State University, Osogbo at MicCom Golf Hotel and Resorts, Ada, Osun State held between April 30 – May 2, 2023
- xiv. Re-Engineering Administrative Process in the Present University Environment organized by the Association of Nigerian University Professional Administrators (ANUPA) held at Idris Abdulkadir Auditorium NUC, Abuja (May 10-13, 2023)

- xv. Training Workshop organized for Senior Nonteaching Staff of Osun State University, Osogbo on Thursday, November 22, 2022. **Paper Presented - *Issues of Ethics, Professionalism and Conduct for Administrative, Technical and other Professional Staff***
- xvi. Rapporteur at the One-day Training Workshop for Confidential Secretaries, Executive Officers and Office Assistants held at Osun State University, Osogbo on Thursday, October 13, 2022
- xvii. 6th Biennial Conference of the Pro Chancellors of State Universities in Nigeria State Ownership *Dynamics, University Councils and the Need for a social Contract between Society and University* Osun State University, Osogbo (March 21-25, 2022)
- xviii. Capacity Building Workshop organized by the College of Health Sciences, Osun State University, Osogbo Paper Presented-**Appraisal of Non-teaching Staff in Osun State University** (December 13, 2021)
- xix. 1stRegistry Annual Lecture Series and Training *Building a Dynamic University Registry in a Changing World: Navigation from ICT Literacy to E-Governance* organized by the Registry Staff, Osun State University, Osogbo (October26, 2021)
- xx. 8th Registry Lecture Series and Training-*Lead, Inspire and Innovate: Strategy for an Efficient and Functional Registry* organized by Obafemi Awolowo University, Ile-Ife Osun State (October27-28, 2021)
- xxi. Registry Lecture Series and Training (Virtual)-*Critical Skills and Tools for the 21st Century Higher Education Administrator* organized by the Registry Department, Obafemi Awolowo University, Ile-Ife, Osun State (December 10, 2020)
- xxii. One day Professional Webinar Leadership and Management in Complex System organized by the Association of Nigerian University Professional Administrators (ANUPA) UNILAG Chapter (September 14, 2020)
- xxiii. 2 Day Train the Trainers Ethical Retreat organized by the Centre for Ethics and Self Value Orientation held at Olagunsoye Oyinlola Auditorium UNIOSUN, Osogbo on March 12, 2020 – Understanding the Fundamental of Institutional Governance, Ethics and Public Service Value Mentality: The Expected Ethical Conduct and Leadership Role of the University Employee Towards and Ethical Sound Institution in the change Era.
- xxiv. Capacity Enhancement Training organized by the Association of Nigerian University Professional Administrators (ANUPA), Southwest Zone held at the Federal University of Technology, Akure. (February 2020)

- xxv. Annual Conference of the Association of Nigerian University Professional Administrators, Abuja, (July 8-11, 2019)
- xxvi. One day Training Workshop organized by the Association of Nigerian University Professional Administrators (ANUPA) Osun State University, Osogbo (October 17, 2018)
- xxvii. Capacity Building Workshop for Deans, Directors, Heads of Departments/Heads of Units Organized by Osun State University, Osogbo (February 13, 2018). **Paper Presented: Understanding the Operational Units of Council Affairs**
- xxviii. Annual Conference of the Association of Nigerian University Professional Administrators (ANUPA) The Contemporary Higher Education Institution Administration: The Inflection Point, Obafemi Awolowo University, Osun State (November 19-22, 2017).
- xxix. Annual Lecture Organized by the Registry Department, Elizade University, Ilara-Mokin, Ondo State (June 15, 2017).
- xxx. Annual Conference of the Association of Nigerian University Professional Administrators (ANUPA) *Re-Engineering University Administration in an Era of Insecurity and Economic Recession*, University of Lagos, Lagos State (November 2016).
- xxxi. One Day Training Workshop for Administrators *Registry as the Hub of University Administration: the need for Improvement* organized by Registry Department, Osun State University, Osogbo (July 12, 2016).
- xxxii. Maiden Edition of Elizade University Annual Registry Lecture University Administration in an Emerging Democracy held at Elizade University, Ilaramokin, Ondo State (June 12, 2016)
- xxxiii. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Training at Osun State University, Osogbo November 23-27, 2015
- xxxiv. College of Health Sciences, Research Fair Organized by College of Health Sciences, Osun State University, Osogbo. (June 2015). ***Paper presented: College Administration: Carving an Administrative Model for UNIOSUN: A Needed Reform.***
- xxxv. 4th Annual Conference of the Chattered Institute of Personnel Management - Management and Matrix May 14, 2015, GMT Hotel, Osogbo.
- xxxvi. Administrative Competence; Service Delivery Strategies for Performance in Higher Education organized by Association of Nigerian University Professional Administrators- Olabisi Onabanjo University, Ago-Iwoye (October 12-15, 2014).

- xxxvii. One day Sensitization Workshop for University Administrators organized by Osun State University, Osogbo (September 13, 2013)
- xxxviii. Interpersonal Skill Workshop for Administrative Officers organized by Industrial Training Fund (ITF), Ibadan Area Office (April 9-11, 2013).
- xxxix. Seminar organized by the Department of Anatomy, College of Health Sciences, Osun State University, Osogbo (January 2013) ***Paper Presented: Departmental Administration in a young University: Osun State University as a Case Study.***
- xl. Workshop on Professional Development Skills for Personal Assistants, Secretaries and Administrative Officers organized by Centre for Administrative and Secretarial Management, Ikeja, Lagos (November 27-30, 2012).
- xli. Capacity Building Workshop for Deans, Directors, Heads of Departments and College Secretaries Organized by Osun State University, Osogbo (September 2012).
- xlii. Workshop on Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) organized by Digital Bridge Institute, International Centre for Communication Studies, Ikeja, Lagos (February 20-24, 2012)
- xlili. Annual Conference of the Association of Nigerian University Professional Administrators Ben Idahosa University, Benin, Edo State (November 2011).
- xliv. Sensitization Workshop for Administrators Organized by Registry Department, Osun State University, Osogbo (September 13, 2011). ***Paper Presented: Understanding the Job Description/Job Schedule of Council Affairs Unit***
- xlv. Capacity Building Workshop for Heads of Departments/Heads of Unit organized by Osun State University, Oshogbo (August 2010).
- xlvi. Orientation Workshop for Heads of Departments/ Heads of Units on Personnel Administration organized by Osun State University, Oshogbo (July 2010).
- xlvii. Capacity Building Workshop on Practical Approach to Asset Declaration by Public Officers, Organizational Structure of University System and Learning Management System in UNIOSUN
- xlviii. Sensitization and Enlightenment Workshop on Osun State Public Procurement Law organized by Osun State Ministry of Works, Osogbo (January 2010).
- xlix. Workshop on Communication and Interpersonal Skills for Managers organized by the Institute of Chartered Secretaries and Administrators of Nigeria at Nissel Training Centre, Ikeja. (18th – 20th February 2009).

1. Capacity Building Workshop for Members of Staff of Osun State University, Osogbo (September 2008)
- li. Workshop on the Roles, Functions and Responsibilities of College Secretaries in College Administration organized by Osun State University, Osogbo (July 25, 2008).
- lii. Workshop on the Relevance of Due Process and Administrative Procedures in University Administration organized by Osun State University, Osogbo (June 27, 2008).
- liii. Workshop on How to Conduct Meetings: The Role of Secretary in a Committee System organized by Osun State University, Osogbo (May 2, 2008).
- liv. Appraisal Workshop tagged “What do you Know” organized by Osun State University, Osogbo. (2008)
- lv. Annual Conference of the Association of Nigerian University Professional Administrators, Lagos State University, Ojo, Lagos State (November 2006).
- lvi. Annual Conference of the Association of Nigerian University Professional Administrators, held at Ladoke Akintola University of Technology, Ogbomoso, Oyo State (November 2004).

International Conferences/Seminars/Training Workshops Attended:

- i. One day International Multidisciplinary Conference on “Energy and Sustainability:tackling the Global Climate Challenge organized by Centre of Excellence for Sustainable Development Goals, K. R. Mangalam University Gurugram, India and International Council for Education, Research and Training (ICERT) on November 30, 2024
- ii. One day International Seminar on United Nations International Women’s Day on “Rights, Justice. Action For ALL Women and Girls Organized by the International Council for Education, Research and Training (ICERT) Erie Pennsylvania, USA (Virtual) on March 8, 2025
- iii. One day International Multidisciplinary Conference (Virtual) organized by International Council for Education, Research and Training (ICERT) India and USA with the theme “Multidisciplinary Approaches to Sustainable Development Goals and Youth Empowerment for Sustainable Development” held on January 12, 2025
- iv. One day International Multidisciplinary Conference (Virtual) organized by International Council for Education, Research and Training (ICERT) with the theme “Building an Equitable and Inclusive Future of Work: Youth Skills for Peace and Development” held on July 15, 2024
- v. One day International Multidisciplinary Conference (Virtual) organized by International Council for Education, Research and Training (ICERT) with the theme “Diversity and Inclusion: Driving Force to Innovation for Sustainable Development” held on May 21, 2024

- vi. One day International Multidisciplinary Conference (Virtual) organized by International Council for Education, Research and Training (ICERT) with the theme “Contemporary Global Trends and Transformation in Humanities, Social Sciences and Education” jointly organized by I.N.M. Postgraduate College Meerut India and ICERT India and USA held on May 5, 2024
- vii. One day International Multidisciplinary Conference (Virtual) organized by International Council for Education, Research and Training with the theme “Recent Advances in Science and Engineering, Humanities and Social Sciences towards Sustainability” held on February 11, 2024
- viii. Governance and Administration of Universities in Africa, Virtual International Conference organized by the Association of Registrars of Nigerian Universities (ARNU) (28-29 September 2020)
- ix. Association of University Administrators Annual Conference and Exhibition held at University of Manchester, Manchester, United Kingdom (April 14 – 16, 2019)
- x. Developing Effective Managerial Skills, organized by Malaysian Institute of Management (MIM) held at Institut Pensurugan, Selangor, Malaysia (November 30- December 4, 2015)
- xi. Education: Innovation, Policy Implementation and Challenges organized by Collaboration of Education Faculties in West Africa (CEFWA) International Conference – Osun State University, Osogbo (September 8-12, 2014)
- xii. Emerging Trends for Sustainable Development and Human Capacity Building in the Third World Nations (ICETSDHCB 2014), organized by Scholarlink Research Institute, Manchester, United Kingdom held at the University of Ghana, Ghana (May 28-31, 2014)
- xiii. Yorkshire and Northeast Conference organized by Association of University Administrators (AUA) held at The Kings Manor Exhibition Square University of York, York, United Kingdom (November 14, 2013)
- xiv. Development and Skills Conference organized by Association of University Administrators (AUA) held at Thistle Birmingham City Centre, St. Chad’s Queensway Birmingham, United Kingdom (October 23, 2013).