

FEDERAL SCHOOL OF SURVEYING, OYO

INTERNAL MEMORANDUM

From: Acting Director, <i>SIWES</i> , <i>Practical & Instrumentation Hiring Directorate</i>	To: Project Supervisors, PD2024 Students
Ref. No.: A. 375/Vol. VII/23	Date: 10th September, 2025

INSTRUCTIONS AND PROJECT ALLOCATIONS TO SUPERVISORS

1. Please find below the arrangements for the allocation of Project titles to Supervisors for PD2024 students.
2. It is mandatory for each student to submit project proposal to his/her Supervisors before the commencement of the fieldwork.
3. Instrument collection from SIWES, Practical and Instrumentation Hiring Directorate would be based on the approval of the proposal by the supervisors and submission of Recce diagram certified by the supervisor from Friday 19th September, 2025.
4. The fieldwork commences on 19th September, 2025 and ends on 21st November, 2025.
5. Instruments would only be made available within the specified period as stated in No.4.
6. Students can bring suitable Survey Instrument from outside if the store cannot meet up with the demand in order to meet up with the deadline.
7. The practical should be in Universal Transverse Mercator (UTM) Zone 31 with Clarke 1880 (Minna Datum) as reference ellipsoid.
8. Each group is advised to establish at least three (3) GPS Control stations for connection/orientation purpose if necessary.
9. The following items should be submitted to SIWES, Practical and, Instrumentation Hiring Directorate on or before Thursday 16th October, 2025.
 - i. Four copies of Spiral binded computer print out reports.
 - ii. All field records, processed data and plans.
 - iii. Flash Drive containing items i and ii above.
 - iv. Flash Drive on Power Point for Project Defence.
10. Note that Thursdays, Fridays and Saturdays are earmarked for fieldwork, data processing and report writing.
11. Students should download and use standard field books and computation sheets prepared by the Directorate at www.siwesfss.webs.com

12. Students are advised to apply for practical vehicles to convey survey instruments to site and should put on school safety jacket during fieldwork.
13. Supervisors and students are advised to use the approved project writing guideline for Project report. The guideline can be downloaded at www.siwesfss.webs.com
14. If it is necessary for a project title to be reframed or changed by the Supervisor, SIWES, Practical and Instrumentation Hiring Directorate should be informed for proper documentation.
15. Report any problem(s) you encounter on site to the Directorate immediately.
16. Thanks for your cooperation.



Surv.Mrs. Oyelakin L.O. (mnis)

Acting Director,

SIWES, Practical & Instrumentation Hiring Directorate

CC:

Rector

Deputy Rector

Registrar

Bursar

Librarian

HOD (Surveying and Geoinformatics)

HOD (Cartography and GIS)

HOD (Photogrammetry and Remote sensing)

PD2024 Class Adviser

PD2024 Class rep.

Stores Officer

Chief Security Officer

All notice boards