NATIONAL BOARD FOR TECHNICAL EDUCATION
FORM/NBTE/PA/3 (To be completed in Duplicate)

Name of Institution Offering Programme for which Accreditation is sought

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………………………………………………………………………………

PROGRAMME EVALUATION FORM

(TO BE COMPLETED & SIGNED BY TEAM MEMBERS)

In Respect of

Institutional Administration, Library Services and General Studies

Dated of Visit …………………………………………………………………..

CONFIDENTIALITY OF THE REPORT

Information contained in this report is strictly for the use of the Board and its authorized agents only.

2022

NATIONAL BOARD FOR TECHNICAL EDUCATION

**GUIDELINES FOR MEMBERS OF INSTITUTIONAL ADMINISTRATION
LIBRARY SERVICES AND GENERAL STUDIES**
Responsibilities of the Team

1.0 The tram will report on the following:
2.0 The philosophy and goal of institution.
      1.2 The institution's environment.
      1.3 Organization, administration and control of the institution.
      1.4 General academic regulations on admissions, graduation, probation, expulsion, etc.
      1.5 Conditions of service
      1.6 Welfare of staff and students
      1.7 Finance
      1.8 Library
      1.9 General Studies

The Philosophy and Goal of the Institution
2.0 The. Team will determine if the philosophy and goal of the institution have been clearly stated and are responsive to the national education philosophy and aims of technical education as stated in the National Policy on Education, and if the philosophy has been incorporated in relevant publications of the institution.

The Institution's Environment
3.0 The team should report on the institution's environment
      3.1 Its site size, ease of accessibility, freedom from distracting noise, traffic hazards, and other dangers.
      3.2 Environmental sanitation level of cleanliness, and compliance with local, state and federal laws governing physical facilities, particularly with respect to fire, safety and sanitation
      3.3 Ownership of premises if hired, the institution should show evidence of long-term lease to guarantee the continuous existence of the institution after the visit.

Organization, Administration and Control of the Institution

4.0 There shall be evidence shown in one of its publications or a publication directly related to it, of the ownership, control and structure of the institution.

Administration of the Institution

5.0 The team shall inquire into and report on the effectiveness and quality of the administration of the institution. There should be evidence that administrators are performing their roles with concern for policies that affect teaching support staff and students in the institution. The concern of the team should be on the following:

    5.1 The effectiveness of the principal officers of the institution the Rector/Provost, the Registrar, Bursar, Librarian, Directors of Schools/Faculties, etc.

    5.2 The appointment of Directors/Deans of Schools/Faculties,

    5.3 How the various components of the institution are linked together and Administered,

    5.4 Personnel administration, staff and students records and Management Information System,

    5.5 The effectiveness of the following in the administration of the institution:

        (a) Academic Board on all academic matters admissions, examination, curriculum, etc and its composition;

        (b) Governing Council on issues regarding academic matters, capital projects, attracting grants to the institution, etc.

Academic Regulations on Admissions, Graduation, Probation, Expulsion etc

The Team shall determine if the institution has academic regulation on students' admission, graduation, probation and expulsion and there is evidence that the regulation are being adhered to. Any academic regulations that negate the efforts of students and staff in achieving the go of the institution should be discussed with the authorities, and recommendation improvement highlighted. The quality of instruction

that can be given at a particular level the educational system is dependent on the quality of students admitted into the course NBTE guidelines on minimum entry requirements stipulate five credit passes at the SSCE or equivalent qualifications, for the ND; the requirement for the HND which is a minimum of lower credit at the ND and one-year post-ND work experience or pass at the ND and two - year post-ND work experience should be seen to be adhered to. So also should be the NBTE guidelines on students'   graduation.

Conditions of Service

6.0 The Team should determine if teaching and administrative staff remuneration is adequate for job retention compared with other institutions in the sector. There should be some level of parity in the remuneration paid to staff in Polytechnics. The Team should ensure that the institutions abide by the following:

   a. 65 years as retirement age for all 45 age
   b. procedures for the appointment of HOD's Dean (by election)
   c. Constitution of Academic Board
   d. Management Committee

Finances

7.0 Team members will inquire the adequacy of fund for the training of the students as a criteria for accreditation and look into all sources of finance of the institution which includes the following:

  a. Subventions
  b. TETFund
  c. Intervention
  d. Alumni
  e. Any other source
  f. Patent.

Welfare of Staff and Students

8.0 The team shall inquire into all welfare matters affecting students and staff. These include housing for students and staff number accommodated, rent paid, environmental sanitation regularity of power and water supply, medical and sports facilities, etc. the Team shall visit the students' hostel, staff recreational facilities, such as clubs, indoor and outdoor games should be highlighted. Ensure the availability of staff and student buses, internet facilities on campus and provision for the physically challenged. Absence of these may hinder the accreditation exercise.

Library

9.0 The team should determine the adequacy of the size of the library based on the population of present and future readers, the equipment available, the books, periodicals and e-resources, etc in suitable mix for the academic programmes and general reading. Also, the adequacy of staff, and funds available should be determined. Team members shall also inquire into the assistance the library gives to its readers, especially in acquisition of publications and articles in journals from other libraries and the library lending policy. The library should have a resource center.

General Studies

10.0 General Studies is a very important component of the curriculum which is expected to take from 10% to 15% of the total number of hours allowed for the programme. It is aimed at ensuring that technical institutions produce fully developed persons.

The Team shall determine:
   (a) If any General Studies courses are taught to students of each of the programmes to be accredited;
   (b) The number of hours devoted to it;
   (c) If the goal and objectives of the course offered are in line with those of General Studies spelt out by NBTE;
   (d) The title of courses offered in General Studies, and textbooks used;
   (e) How the courses are examined and the percentage of the marks given to General Studies.

PROGRAMME EVALUATION FORM
(To be completed and signed by Team Members)

IN RESPECT OF

INSTITUTIONAL ADMINISTRATION, LIBRARY SERVICES AND GENERAL STUDIES

Note for Programme Evaluators
Completing form NBTE/PA/3

1. Relevant sections of the form are to be completed by scoring followed by written comments.
2. Written comments should be precise and to the point.
   Additional sheets may be used if space provided in the form is inadequate to take all the important observations being highlighted by the team.
3. Completed Form NBTE/PAI3 should be ready for use at the exit interview.
4. Two copies of the completed Form NBTE/PA/3 should be submitted to the NBTE coordinator for the visit by the team leader before he leaves the institution for his station.
5. Reports should be typewritten and signed by all team members.
   Where the institution's secretarial staff is used, the pages dealing with the summary of scores and team's recommendations should be handwritten to maintain the confidentiality of the team's recommendations

1.0 INSTITUTION AS AWHOLE
1.1 Philosophy and Goal of the Institution

Assessment (tick as appropriate)

(a) Clearly stated and in line
with its enabling Act/the
National Policy on Education
and the purpose of the
Institution.

(b) Not clearly stated, although
efforts are being made to
achieve the philosophy and
goal of the institutions'
enabling Act and the
National Policy on Education.

(c) Not stated at all

General comments: To include the team's views of the institution's philosophy
and goal.

1.2 The Institution's Environment

Assessment
(tick as appropriate)

a. Ideal as a site for a polytechnic or similar tertiary Institution.

☐

b. Fairly ideal as a site for a polytechnic or similar tertiary institution.

☐

c. Not suitable as a site for a polytechnic or similar tertiary institution.

☐

General Comments: State date of termination of lease if site/premises are hired. Comments should also focus on size, accessibility, communication, freedom from distracting noise, hazards, etc.

1.3 Maintenance and Upkeep of Premises

<div align="right">Assessment
(tick as appropriate)</div>

a. Well-kept and maintained

b. Fairly well kept and maintained

c. Poorly kept, and ill-maintained

General comments: Where necessary, suggest ways and means of keeping the premises tidy, pros maintained and safe.

1.4 Administration See paragraph 5. 0 of Guidelines

Assessment
(tick as appropriate)

10.1   Very effective and efficient

10.2   Effective and efficient

10.3   Inefficient and ineffective

General Comments: To make a general assessment of the various components of the administration the Recto/provost, Librarian, Bursar, Registrar, and the Directors/jean of Schools/Faculties; their functions and their effectiveness. Comments should also include suggestions to remedy any identified deficiencies.

1.5 Governing Council

a. Exists and very effective

b. Exists but not quite effective

c. Does not exist

General Comments: To include names of members of the Council, if any, and examples of how the functions of the Council promoted various activities of the institution in the past two years.

1.5 Academic Board

a. Exists in the institution, well composed and very effective

☐

b. Exists in the institution, fairly well. composed and fairly effective

☐

c. Exists in the institution, well composed I but not effective

☐

d. Exists, poorly composed and ineffective

☐

e. Does not exist

☐

General Comments: List some of the activities of the Academic Board within the past two academic sessions which have promoted the institution's effectiveness in issues related to academic matters.

1.6 Students' Academic Records

<div style="text-align: center;">Assessment
(tick as appropriate)</div>

a. Well-kept and up-to-date

b. Fairly well kept and up-to-date

c. Poorly kept

d. None exists

General Comments: To include visitor's assessment of the level of efficiency of the institution's students' record keeping.

1.7 Entrepreneurship Development Centre

	Assessment (tick as appropriate)
a. Centre exists and is properly managed	
b. Centre exists and is poorly managed	
c. Centre does not exist	

General Comments: The Team should assess the effectiveness of the Entrepreneurship Centre. Recommend improvements where necessary.

2 WELFARE

2.1 Staff Accommodations

<table>
<tr><td></td><td style="text-align:center">Assessment
(tick as appropriate)</td></tr>
<tr><td>a. Adequate, a good proportion of teaching and non-teaching staff are accommodated,</td><td></td></tr>
<tr><td>b. Fairly adequate; only a small proportion of staff are accommodated officially.</td><td></td></tr>
<tr><td>c. No accommodation exist.</td><td></td></tr>
</table>

General Comments: Indicate the distance of staff quarters or town to the institution's campus; a whether distance of the town from campus affects the punctuality a efficiency of staff.

2.2 Staff Recreational Facilities

Assessment
(tick as appropriate)

a. Provided and adequate. ☐

b. Provided but not adequate. ☐

c. Not provided. ☐

General Comments: List some of the recreational facilities provided e.g. indoor games such as squash, billiards, table-tennis, etc and outdoor sporting facilities such as tennis, hand/base ball, cricket etc.

2.3 Sports Facilities:

a. Provided and are adequate

b. Provided and are fairly adequate

c. Provided but inadequate

d. No sporting facilities

General Comments: To include assessment of sporting facilities and adequacy in the intuition

2.4 Health/Medical Facilities

Assessment
(tick as appropriate)

a. Provided and adequate.

b. Provided but inadequate.

c. Not provided.

General Comments: To include whether or not the institution has health insurance scheme for its staff and students.

2.5 Students' Accommodation

a. A good proportion of the student are accommodated in hostels.

☐

b. A fair proportion of the students are accommodated in hostels.

☐

c. Only a small number of the students are accommodated in hostels

☐

d. Students hostels do not exist.

☐

General Comments: To include an assessment of the level of sanitation around and inside the hostels and the number of students sharing a room. It should also include general maintenance of the halls, how students not accommodated are coping with their own accommodation arrangements and academic work; and the adequacy of power and water supply.

3 ACADEMIC REGULATIONS ON ADMISSIONS, GRADUATION, PROBATION AND EXPULSION

3.1 Admission Regulations (See paragraph 6 of Guidelines)

Assessment
(tick appropriate)

a. The same as those laid down by NBTE and well publicized.

b. The same as those laid down by NBTE but not well publicized.

c. Below those laid down by NBTE

General Comments: To determine the degree of awareness of the students of the minimum entry requirements into the courses run in the institution.

3.2 Institution's Policy on Probation and Expulsion

Assessment
(tick as appropriate)

a. Clearly spelt out and widely
    Publicized.

b. Clearly spelt out but not publicized.

c. None exists.

General Comments: This should include the impression of the team that students are aware of the institution's policy on probation and expulsion.

3.3 Graduation:

a. Requirements are clearly spelt out,
    adequate, consistent and well publicized.

b. Requirements are spelt out, inadequate
    and inconsistent but well publicized.

c. Requirements are poorly spelt out
    inadequate, inconsistent and not publicized.

General comments: To include the teams impression of the level of student& awareness of requirements for 1 graduation in their programme.

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4.0 STAFFING
4.1 Staff Development Programme

<table>
<tr><td></td><td></td><td style="text-align:center">Assessment
(tick as appropriate)</td></tr>
<tr><td>a.</td><td>Exists and very effectively</td><td>☐</td></tr>
<tr><td>b.</td><td>Exists but poorly</td><td>☐</td></tr>
<tr><td>c.</td><td>Does not exist</td><td>☐</td></tr>
</table>

General comments: To include the type of the courses, and the certification obtained by staff who have benefitted from the staff development programme in the two years.

4.2 Staff Conditions of Service
(see paragraph 8.0 of Guidelines)

a. Very attractive, make it easy to recruit and retain qualified and experienced staff for the institution.

b. Attractive, make it fairly easy to recruit and retain qualified and experienced staff for the

c. Fairly attractive, make it fairly difficult to recruit and retain qualified and experienced staff for the institution,

d. Not attractive, make it difficult L to recruit and retain qualified and experienced staff for the institution,

General Comments: The team should recommend, where necessary, improvement In the conditions of service.

5.0 LIBRARY
   5.1 **Library Size: Present & Future**

<div align="right">

Assessment
(tick as appropriate)

</div>

a. Adequate in size for staff and
    students' population and provides
    for future expansion.

b. Fairly adequate in size for staff
    and students' population and also
    provides for future expansion.

c. Inadequate in size; has a small I
    reading space,

d. There is no library

General comments: In addition to general comments on the library size, indicate
the required minimum size of the library for now and the
future based on planned ultimate capacity for the institution.

5.2 Library Housekeeping

Assessment
(tick as appropriate)

a. Well kept, comfortable and well used.

☐

b. Fairly well kept, comfortable and well used.

☐

c. Poorly kept.

☐

General comments: To include impressions of team members on the state of general tidiness of the library, its use and maintenance, e.g. clean shelves, chairs and reading tables/carrels.

5.3 Availability of Books, Periodicals, Reference Materials and E-Resources

<table>
<tr><td></td><td style="text-align:center">Assessment
(tick as appropriate)</td></tr>
<tr><td>a. Adequate in number and quality</td><td></td></tr>
<tr><td>b. Inadequate in number but of good quality.</td><td></td></tr>
<tr><td>c. No. books, periodicals and reference material available.</td><td></td></tr>
</table>

General comments: To indicate how well and frequently the materials are used, the probable causes of any shortfall, and how this can be improved.

5.4 Library Lending Policy

a. Has a good lending policy: staff and students can borrow books

b. Lending is restricted to staff only.

c. Lending is restricted to students only

d. Has no lending policy.

General comments: State any restriction imposed on users of the library.

5.5 Library Readers' Service Offered

Assessment
(tick as appropriate)

a. Good reader's services and provided for staff and student s

☐

b. Fairly good readers' services are provided for staff and students

☐

c. Poor readers' services provided for staff and students

☐

d. No readers' services are provided event to new students.

☐

General comments: Confirm if any induction course is provided for new students and if the library can obtain materials of interest for its readers from other Libraries.

5.6 Library Staff

a. Adequate in number and quality

b. Adequate in quality but not in number.

c. Adequate in number but not in quality

d. Inadequate in number and in quality

e. No. library staff available

General comments: To include general assessment of the library staff and if it will be necessary for the institution to recruit additional library staff.

5.7 Resource Centre

a. Very adequately funded

b. Adequately funded .

c. Fairly adequately funded

d. Poorly funded

General comments: State sources and total funding available. Assess adequacy or otherwise.

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7 GENERAL STUDIES
7.1 General Studies

a. Offered by the institution as a mandatory component of all diploma programmes

b. Offered by the institution but not a mandatory component of all diploma programmes

c. Not offered at all

General comments:

7.2 Curriculum
   General Studies Courses

<div align="right">

Assessment
(tick as appropriate)

</div>

a. Adequate for the programme

☐

b. Not adequate for the programmes

☐

c. Not included in the curriculum

☐

General comments: List courses covered in the General Studies programme, how the courses are graded and what percentage of credit units is given to General studies.

8.0 GENERAL COMMENTS:

Please give a summary of main areas of strength as contained in the body of the report.

9.0 GENERAL RECOMMENDATIONS:

Please give a summary of main areas of deficiencies that must be made good as contained in the body of the report.

NAME AND ADDRESS OF TEAM MEMBERS   **SIGNATURE**

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