# COMMISSION FOR UNIVERSITY EDUCATION

**FORM/CUE/Acc./2**

## FORMAT FOR PREPARING AN INSTITUTIONAL INSPECTION/VISITATION REPORT FOR CHARTER

**Give detailed information on your institution in the areas outlined below. In all sections stick to the format of the questionnaire.**

1. **ADDRESS AND LOCATION**

    The physical, postal, and email address of the institution.

2. **HISTORICAL BACK GROUND.**

    Give a brief history of the College highlighting the major milestones in its development including any affiliations and linkages.

3. **ACADEMIC PROGRAMS AND ENROLMENT**

    a) List the academic programs currently on offer indicating the number of students in each program and their gender. Summarize the trend in enrolment for the last **4 years** in the table format below.

| | Student enrolment per program by year | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Programs** | 2008 | | | 2009 | | | 2010 | | | |
| | F | M | Total | F | M | Total | F | M | Total | **Grand Total** |
| Program X | | | | | | | | | | |
| Program Y | | | | | | | | | | |
| Program Z | | | | | | | | | | |
| | | | | | | | | | | |
| **Totals** | | | | | | | | | | **Grand Total** |
| | | | | | | | | | | |

b) List the **proposed** programs indicating the number of students expected in each program. Summarize the projected trend in enrolment for the next 4 years in the table format as in (i) above.

*In all cases separate enrolment in Bachelors, Post graduate and diploma/certificate programmes*

## 4. RESEARCH
Give a brief write up on the research programmes in the institution highlighting
  c) The budget set aside for research
  d) Ongoing research by academic staff
  e) Research output of the institution-research papers, grants, patents etc

  Attach the Research policy

## 5. ACADEMIC RESOURCES
Outline the academic resources available at the institution including physical, library, human and financial resources as itemized below. In all areas, clearly outline
  a) Resources available at the time of upgrading,
  b)  Resources acquired since then
  c) Required additional resources upon upgrading to a fully fledged university.
  d) The extent to which you have complied with the Commission's minimum standards obtaining for each category

### 5.1 Physical Resources
  **a) Land**
  Indicate the available land and its ownership status, include LR numbers and acreage and highlight any encumbrances.

  **b) Buildings**
  i.  Describe the physical facilities available at the college.  These should include administrative offices, academic offices, lecture rooms, laboratories, workshops, student hostels, staff residences, communal services, chapel, kitchen and common rooms. Summarize the information in the format in table 1-3 below.

**Table 1. Teaching and learning rooms**

| ITEM | CAPACITY | NUMBER | SIZE (M$^2$) |
|---|---|---|---|
| Lecture rooms | | | |
| A | 0 - 20 | | |
| B | 21 - 40 | | |
| C | 41 – 60 | | |
| D | 61 - 100 | | |

| | | | |
|---|---|---|---|
| Lecture theaters | | | |
| | | | |
| | | | |
| Assembly hall/Auditorium | | | |
| Science laboratories | | | |
| Workshops | | | |
| Others - specify | | | |
| | | | |

**Table 2. Offices**

| ITEM | NUMBER | SIZE (M$^2$) |
|---|---|---|
| Chief administrator | | |
| Other administrative offices | | |
| HOD offices | | |
| Academic staff offices | | |
| Others, specify | | |
| | | |

**Table 3.  Accommodation/support facilities**

| ITEM | NUMBER | CAPACITY | SIZE (M$^2$) |
|---|---|---|---|
| Staff houses | | | |
| Staff common rooms | | | |
| Hostels | | | |
| Students' common rooms | | | |
| Canteens | | | |
| Kitchens | | | |
| Dispensary | | | |
| Chapel | | | |
| Students centre | | | |
| Others, specify | | | |

    ii.    Highlight the physical developments that have taken place since the institution was upgraded, any current developments and those that are planned for.

c) **Water supply and its quality**
-Describe your sources of your water and the daily yield from each source;
-Give the installed storage capacity including underground, ground and elevated storage;
- Give the most recent biological and chemical test results of your   water

d) **Fire safety**
Summarize the fire fighting equipment at your disposal in table 4 below

**Table 4. Summary of fire fighting equipment**

| Item | No. available | Main location | Date last inspected |
|---|---|---|---|
| Fire extinguishers class A | | | |
| Fire extinguishers class B | | | |
| Fire extinguishers class C | | | |
| Fire hose reels | | | |
| Fire hydrant | | | |
| Fire blanket | | | |
| Sand baskets | | | |
| Fire alarm bells | | | |
| Fire ingine | | | |

*Give a brief statement on the fire safety preparedness of the institution*

 

e) **Sewage and waste water disposal**
   Describe the sewage and waste water disposal system at the institution.

f) **Plants and capital equipment**
   Outline the major capital equipment at the institution giving their numbers and status. This should include but not limited to; vehicles, machinery, photocopiers, computers, PABX, servers, generators etc.

g) **Access road:** Describe the status of the access road to the institution

h) **Utility services**
   Give the status of other utility services including power, fixed and wireless telephony and internet connectivity

## 5.2 Recreational facilities

Summarize the recreational facilities available at the institution in the table below.

**Table 5. Recreational facilities.**

| Facility | Number |
|---|---|
| Football fields | |
| Basketball pitches | |
| Table tennis | |
| Hockey fields | |
| Rugby fields | |
| Swimming pools | |
| Bandminton | |

NB. Evidence of physical resources to include copies of the following

- Architectural drawings of the buildings if any;
- Land title deed.
- Borehole log (if applicable)
- Chemical and biological laboratory analysis of water (NB: These must be from recognized laboratories).
- Change of user certificate (where applicable)

Certificate of search.

## 5.3 Human Resources

a) Give a list of the full time teaching staff giving their qualifications, rank and experience. Do the same for any part-time staff.

b) Summarize the **current** teaching staff numbers and project staff needs for the **next 4 years** in the table format below

**Table 6. A summary of the current and projected number of teaching staff**

| | Current | | | Projected numbers by year | | | |
|---|---|---|---|---|---|---|---|
| **Category** | No In-post | No: full Establishment | Variance | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 |
| Professor | - | - | | - | - | | |
| Ass. Professor | - | - | | - | - | | |
| Senior lecturer | - | - | | - | - | | |
| Lecturer | - | - | | - | - | | |
| Tutorial Fellow | | | | | | | |
| Adjunct Lecturer | | | | | | | |
| Visiting Lecturer | | | | | | | |
| Others(Identify) | | | | | | | |
| Total | | | | | | | |

c) Summarize the **current** number of staff in senior management, middle level grades and support staff and **project** staff needs for the next 4 year in the table format given in (ii) above

d) Give a summary of current number of teaching staff by rank and per program. Project these for the next 4 years in the table format below

**Table 7. Current and projected number of teaching staff per program**

| Program | Category | Current | | Projected numbers by year | | | |
|---|---|---|---|---|---|---|---|
| | | Establishment | In post | 2010/11 | 2011/12 | 2012/13 | 2013/14 |
| Program X | | - | - | - | - | | |
| | Professor | | | | | | |
| | Ass. Professor | - | - | - | - | | |
| | Senior Lecturer | - | - | - | - | | |
| | Lecturer | - | - | - | - | | |
| | Tutorial Fellow | | | | | | |
| | Adjunct Academic Staff | | | | | | |
| | Visiting Academic Staff | | | | | | |
| | Others - identify | | | | | | |
| Program Y | | - | - | - | - | | |
| | Professor | | | | | | |
| | Ass. Professor | - | - | - | - | | |
| | Senior lecturer | - | - | - | - | | |
| | Lecturer | - | - | - | - | | |
| | Tutorial Fellow | | | | | | |
| | Adjunct Academic Staff | | | | | | |
| | Visiting Academic Staff | | | | | | |
| | Others-identify | | | | | | |

### 5.4  Library Resources
    a) List the library Services available.
    b) Give the number of volumes and titles available by discipline
    c) Give the number of journals titles the library has subscribed to;
    d) Give the range of e-materials (e-journals, books, databases etc) available at the library
    e) Outline the space available by functional areas
    f) Sitting capacity.
    g) ICT infrastructure (inter and intranet connectivity, access points, number of computers etc)
    h) Summarize, the current and projected number of library staff by rank and qualification

### 5.5 Financial Resources
    a) Summarize the sources of financing for the last 4 years indicating the amounts from each source.
    b) Attach a copy of the latest audited accounts.

**Table 7. Sources of income**

|  | 200.. | | 200.. | | 200.. | | 200.. | |
|---|---|---|---|---|---|---|---|---|
|  | Expected | Received | Expected | Received | Expected | Received | Expected | Received |
| Source |  |  |  |  |  |  |  |  |
| Fees |  |  |  |  |  |  |  |  |
| Donations |  |  |  |  |  |  |  |  |
| IGUs |  |  |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |  |  |

    c) Give a brief income and expenditure analysis statement for the last four years
    d) Highlight the main liabilities the university has and how the institution is meeting its obligations

    e) Indicate itemized cost of needed additional resources for the initial phase of upgrading. This should include capital expenditure (phased) and recurrent expenditure. Tabulate as appropriate

### 5. MASTER PLAN AND STRATEGIC PLAN

Give the key goals of your strategic plan

Attach a copy of your master plan and strategic plan.

## 6. GOVERNANCE AND ADMINISTRATION

Indicate the current and proposed governance and administrative structures. Summarize in charts


## 7.  CHALLENGES

Highlight any challenges the institution has been facing since it was upgraded.