

NATIONAL BOARD FOR TECHNICAL EDUCATION



Self-Study Questionnaire For Approval To
Mount A New Diploma/Certificate Programme
In Polytechnics And Similar
Post Secondary Technical Institutions

Completed by

.....
Name of Institution

In Respect of

.....
Title of Proposed Programme

CONFIDENTIALITY OF INFORMATION

The information supplied in this questionnaire or by other means related to it is solely for the confidential use of National Board for Technical Education and its authorised agents, and shall not be disclosed without written authorisation of the Institution concerned, except for summary data or such uses not identifiable to a particular Institution.

Date Questionnaire is submitted:.....

NATIONAL BOARD FOR TECHNICAL EDUCATION

NOTES FOR INSTITUTION COMPLETING SELF STUDY QUESTIONNAIRE NBTE/PRO/8

In completing the self-study questionnaire form NBTE/PRO/8, the Institution should be guided by NBTE's Guidelines for Establishing New Programmes in Polytechnics and Similar Post-Secondary Technical Institutions in Nigeria, which is available from the Board's Secretariat on request.

It is expected that at the time of completion of this questionnaire, all resources (teaching staff, laboratories, workshops, and complements of equipment and books) necessary to sustain an initial intake of thirty students in each of the two years of the proposed programme are available and ready for inspection by the Board.

For the purpose of completing this questionnaire, the National Diploma (ND) and the Higher National Diploma (HND) programmes in each discipline should be treated as separate and terminal programmes. Separate questionnaires should also be completed in respect of each option at HND level.

A full accreditation visitation will take place in the semester of the second year of a diploma programme and the second semester of a one-year certificate programme. All records of tests, examinations, projects, etc. undertaken in the programme by students must be available to team members for inspection on demand during the visit.

Five (5 No.) completed questionnaires accompanied by equal number of attachments in respect of each programme and options should be forwarded to:

*The Executive Secretary,
(Programmes Division)
National Board for Technical Education
Plot B., Bida Road,
P. M. B. 2239,
Kaduna.
NIGERIA.*

SECTION A: PRELIMINARY INFORMATION

INSTITUTION AS A WHOLE

1.0 *Name and Address of Institution*

2.0 *Date established*

3.0 *Title and Name of Chief Executive*

3.1 *Title and Name of Head of Department*

4.0 *Philosophy and objectives of institution*

5.0 *Is Institution on temporary or permanent site?
If on temporary site indicate when the institution will move to its permanent site?*

6.0 Existing Programmes:

List all existing programmes in the Institution, the date established, level student enrolment and accreditation status.

<i>Existing Programme</i>	<i>Date Established</i>	<i>Level</i>	<i>Enrolment</i>	<i>Accreditation Status.</i>

SECTION B: PROPOSED PROGRAMME

7.0 *Title and level of proposed programme.*

8.0 *State the department where programme will be run, and when it was established.*

Outline the organisational structure of the department.

If the department is new and exclusive to the programme, outline its organisation structure.

9.0 *Is the Institution established, pursuant to a Decree/Edict?
or granted approval by the Federal Ministry of Education?
If so, attach a copy of the Edict, Decree or letter of approval.*

10.0 CURRICULUM:

10.1 Attach the curriculum and syllabus for the programme.

The minimum content expected should not be lower than the NBTE minimum guide curriculum and course specification for the programme and it should be drawn in course units and the content spelt out in behavioural objectives and should include:

- i) Goal and objectives of the programme.*
- ii) Entry requirements for the programmes.*
- iii) A task inventory of what is expected of the diplomates during the supervised industrial experience (if any).*
- iv) Job opportunities for diplomates of the programme.*
- v) The curriculum structure and content.*

Where an NBTE minimum guide syllabus does not exist, the institution should evolve one using NBTE guidelines for evolving curricula and course specifications for national diploma/certificate programmes.

Academic Regulation

1.02 *Briefly state how the curriculum and the students to be enrolled in the programme will be evaluated.*

11.3 Provide the following information on the rooms and lecture theatres to be shared by the new programme and existing programmes. Attach a time schedule indicating how the rooms to be shared will be used;

	<i>Number</i>	<i>Size M²</i>	<i>Capacity (No. of students)</i>	<i>Remarks</i>
<i>Lecture theatre</i>				
<i>Classrooms</i>				

11.4 Provide the following information on laboratories, workshops and studios available exclusively for the new programme.

Type/description of Facility	Size M ²	Capacity (No. of students)
For Example: Chemistry	40	30

11.5 Provide the following information on laboratories, workshops and studios to be shared by the new programme and other programmes

Type/description	Size M ²	Capacity (No. of students)

11.7 List all other facilities to be shared by the proposed and existing programmes

<i>Type/Description</i>	<i>Size</i>	<i>Capacity (No. of students)</i>

11.7 List all other facilities to be shared by the proposed and existing programmes

<i>Type/Description</i>	<i>Size</i>	<i>Capacity (No. of students)</i>

11.9 List all laboratories, workshops, studios and other facilities still under construction that will be used for the proposed programme.

Provide information on the state of readiness of each facility at the time of completion of this questionnaire

11.10 FOR AGRICULTURAL PROGRAMMES

Crop farms

Complete the table below in respect of all experimental and commercial crop farms, orchards plantations, gardens etc. available for the programme.

Type of Farm	Size	Estimated Yearly Output
For Example: Commercial	100 hectares	Casava 1000 tonnes Yam 900 "

Livestock Farms

11.11 Complete the table below in respect of all experimental and commercial livestock farms available for the programme.

Type of Farms	Size	Total No. of livestock	Estimated Yearly Output
For Example: Poultry	3 Units	15,000	Layers 1,000 Pullets 3,000 Brooders 9,000

11.12 List all the equipment contained in each of the facilities listed in 11.11 above.

<i>Facility</i>	<i>Equipment/ Instrument Available</i>	<i>Quantity</i>	<i>Working Condition</i>
<i>For Example: Surveying</i>	<i>Theodolite Ranging Poles</i>	2 3	<i>Functional "</i>

11.13 Other Teaching Facilities

Complete the table below in respect of the following facilities for agricultural training: audio visual; drawing room; navigation facilities; museum; armory; tannery, herbarium.

Description	Type	Size/Capacity	Remarks
For Example: Audio Visual Studio	Viewing Room Display Room Dark Room Store	10 x 14 m ² 10 x 12 m ² 8 x 8 m ² 10 x 10 m ²	

11.14 List all the equipment contained in each of the facilities in 11.13 above.

<i>Facility</i>	<i>Equipment/ Instrument</i>	<i>Quantity</i>	<i>Working Condition</i>
<i>For Example: Audio Visual</i>	<i>Projectors Cameras</i>	<i>4 8</i>	<i>Functional Not Functional</i>

11.15 Provide the following information on offices (including programme general office) available to the proposed programme.

Office description	Size M ²	Capacity (No of lecturers)	Other Information

11.16 *List all items of furniture in each of the offices in 11.15 above.*

11.17 **Library:**

- i. Estimate the size and capacity of present library
- ii. List all books, journals and periodicals available for the programme to be mounted.
- iii. Appraise the adequacy of the library resources for the programme taking into account the number of students to be served.
Use additional sheets if necessary.

12.0 FUNDING OF THE PROGRAMME:

12.1 State the amount of funds allocated in the budget for capital expenditure in respect of the proposed programme in the current fiscal year.

a) For Provision of New Facilities

<i>Type of Facility</i>	<i>Amount Allocated</i>	<i>Level of Readiness</i>

b) For Expansion of Existing Facilities

<i>Type of Facility</i>	<i>Amount Allocated</i>	<i>Level of Readiness</i>

c) State the amount of funds allocated in the budget for recurrent expenditure for the programme.

<i>Item</i>	<i>Amount Budgetted</i>
<i>Personnel emoluments</i>	
<i>Overhead costs</i>	
<i>Consumables</i>	
<i>Others (Specify)</i>	

12.2 Appraise the adequacy of funding for the institution and specifically for the department.

Compare budgets submitted with the actual subventions received for the past three years.

13.0 STAFFING:

13.1 List all full time teaching staff available exclusively for the programme

<i>Name of Staff</i>	<i>Qualifications with dates</i>	<i>Appointment with dates</i>	<i>Experience teaching/working List all places the staff has worked including duties performed and dates</i>	<i>Courses to be taught</i>

13.2 List all service staff not exclusive to the department but whose services are utilized by the department.

<i>Name of Staff</i>	<i>Qualification with dates</i>	<i>Appointment with dates</i>	<i>Experience teaching/working List all places the staff has worked include duties performed & dates</i>	<i>Courses to be taught</i>	<i>Department Teaching the Service Courses</i>

13.3 List all non-teaching staff in the department in order of seniority

<i>Name of Staff</i>	<i>Qualification with dates</i>	<i>Appointment with dates</i>	<i>Proposed Duties</i>	<i>Work Experience</i>

13.5 Is there any expansion in the provision of light and water to accommodate increased facilities for the new programme? If so, when will the project be completed?

14.0 OTHER OBSERVATIONS:

Provide any further information that may help the Board to assess the readiness of the programme to commence.

.....
Name and Designation of the Officer completing the questionnaire

Signature:.....

Date:.....

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1. When was the Programme visited?

2. Names of NBTE Staff who visited the programme
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3. Recommendations of NBTE Staff: (please tick)

a) Grant Approval to Mount Programme

b) Deny Approval to Mount Programme

4. P.E.C.C.'s Recommendations.....
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5. NBTE's Decision.....
.....
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Date

6. In case of programmes denied approval, indicate reasons for denying approval

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