

NATIONAL BOARD FOR TECHNICAL EDUCATION



**Self-Study Questionnaire for Approval to
Mount a New Diploma/Certificate Programme
In Polytechnic 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 authorized agents, and shall not be disclosed without written authorization 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 INSTITUTIONS 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 Tertiary 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, workshop, and compliments of equipment and books) necessary to sustain an initial of forty students in each of the two years of the proposed programmes 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) programmed in each discipline should be treated as separated and terminal programmes. Separate questionnaires should be treated as separated 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 second 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 completed questionnaire Forms accompanied by equal number of attachments in respect of each programme and options should be forwarded to.

**The Executive Secretary,
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

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4.0 Title and Name of Head of Department

.....
.....
.....

1.0 Existing Programmes

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

| S/N | Existing programme | Date Established | Level | Enrolment | Accreditation Status |
|-----|--------------------|------------------|-------|-----------|----------------------|
| | | | | | |

SECTION B: PROPOSED PROGRAMME

6.0 Title and Level of Proposed Programme

7.0 State the department where programme will be run, and when it was established. Outline the organizational structure of the department, outline its organization structure.

8.0 Is the institution established, pursuant to an enabling law or granted approval by the Federal Ministry of Education?
If so, attach a copy of the law or letter of approval.

9.0 **CURRICULUM:**

9.1 **Teaching (Departmental) Curriculum for the Programme** (attached copy).

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

- i. Goal and objective of the programme
- ii. Entry requirements for the programme
- iii. A task inventory of what is expected of the diplomats during the supervised students Industrial Work Experience (if any)

Where an NBTE minimum guide curriculum does not exist, the institution should evolve one using NBTE guidelines for evolving curricula and course specifications for programmes and submit to the Board for national critique workshop.

9.2 Proposed Programme Evaluation

Briefly state how the curriculum and the students to be enrolled in the proposed programme will be evaluated?

10.0 RESOURCES FOR THE PROGRAMME:

10.1 Physical Facilities

10.2 Dedicated Classrooms/Lecture Theaters/Halls

Provide the following information on classrooms and lecture theaters/halls presently available exclusively for the programme.

| | Number | Size M² | Capacity (No. of Students) | Remarks |
|----------------------|---------------|---------------------------|---------------------------------------|----------------|
| Classrooms | | | | |
| Lecture Theatre/Hall | | | | |

10.3 Shared Classrooms/Lecture Theatres/Halls

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

| | Number | Size M² | Capacity (No. of Students) | Remarks |
|----------------------|---------------|---------------------------|---------------------------------------|----------------|
| Classrooms | | | | |
| Lecture Theatre/Hall | | | | |

10.4 Dedicated Facilities for Proposed Programme

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

| S/N | Type/Description of Facilities | Size M ² | Capacity |
|-----|-------------------------------------|---------------------|----------|
| 1 | For example: Chemistry Laboratories | 40m ² | 30 |
| | | | |

10.5 Shared Facilities

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

| S/N | Type/Description of Facilities | Size M ² | Capacity |
|-----|--------------------------------|---------------------|----------|
| | | | |

10.6 List all tools and equipment contained in each laboratory, workshop or studio described in 10.4 and 10.5. Use separate sheets for each type of the laboratory or workshop.

- List tools and equipment strictly by lab/workshop/studio

| S/N | Item Description and model | Quantity | Working Condition |
|------------|-----------------------------------|-----------------|--------------------------|
| | | | |

10.8 List all tools and equipment contained in each of the facilities listed in 10.7

| S/N | Item Description and model | Quantity | Working Condition |
|------------|-----------------------------------|-----------------|--------------------------|
| | | | |

10.9 Facilities Under Construction

List all laboratories, workshops, studio 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.

FOR AGRICULTURAL PROGRAMMES

10.10 Crop Farms

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

| S/N | Type of Farm | Size | Estimated Yearly output |
|-----|----------------------------|--------------|----------------------------------|
| | For example: Commercial | 100 hectares | Cassava 1000 tonnes Yam 900 “ |
| | | | |

10.11 Livestock Farms

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

| S/N | Types of Farms | Size M ² | Total No | Estimated Yearly Output |
|-----|-------------------------|------------------------------------|----------------|--|
| 1 | For example: Poultry | Deep Litter 144 Battery Cage 72 | 5,000 3,000 | Layers 15,000 Pullets 9,000 Broilers 9,000 |
| | | | | |

10.12 List all equipment contained in each of the facilities listed in 10.11

| S/N | Facility | EQUIPMENT/ Instrument | Quantity | Working Condition |
|------------|-----------------|----------------------------------|-----------------|--------------------------|
| | | | | |

10.13 Other Teaching Facilities

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

| S/N | Description | Type | Size/Capacity | Remarks |
|-----|--|--|--|---------|
| | For example: Audio Visual Studio | Viewing Room Display Room Dark Room Store | 10 X 14m ² 10 X 12m ² 8 X 8m ² 10 X 10m ² | |
| | | | | |

10.14 List all the equipment contained in each of the facilities in 10.13

| S/N | Facility | EQUIPMENT/ Instrument | Quantity | Working Condition |
|------------|--|----------------------------------|-----------------|------------------------------|
| | For example: Audio Visual Studio | Projector Cameras | 4 8 | Functional Not Functional |
| | | | | |

10.15 Office Accommodation

Provide the following information on offices (Including Departmental Office) available to the proposed programme.

| S/N | Office Description | Size M ² | Capacity (No. of Lectures) | Remarks |
|-----|--------------------|---------------------|----------------------------|---------|
| | | | | |

10.16 Library

- i.** Estimate the size and capacity of the present library
- ii.** List all books, journals, periodicals and e-resources 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).

11.0 STAFFING

11.1 Teaching Staff

List all full-time teaching staff available exclusively for the programme.

| S/N | Name of Staff | Qualification with Dates and area of Specialization | Current rank with Date | Teaching/ Industrial Experience | Courses to be Taught | Salary (CONPCASS) |
|-----|---------------|---|------------------------|---------------------------------|----------------------|-------------------|
| | | | | | | |

11.2 Service Staff

List service staff not exclusive to the department but whose services will be utilized by the department.

| S/N | Name of Staff | Qualification with Dates and area of Specialization | Current rank | Teaching/ Industrial Experience | Courses to be Taught | Department Teaching the service course | Salary (CONPCASS) |
|-----|---------------|---|--------------|---------------------------------|----------------------|--|-------------------|
| | | | | | | | |

11.3 Technologist/Technicians

List all full time Technologists/Technicians available exclusively for the Programme.

| S/N | Name of Staff | Qualification with Dates | Current rank with Date | Industrial Experience | Practicals to be Handled | Salary (CONPCASS) |
|-----|---------------|--------------------------|------------------------|-----------------------|--------------------------|-------------------|
| | | | | | | |

11.4 List all administrative staff in the department in order seniority.

| S/N | Name of Staff | Qualification (with Dates) | Current rank with Date | Proposed duties | Salary (CONTEDISS) |
|------------|----------------------|-----------------------------------|-------------------------------|------------------------|---------------------------|
| | | | | | |

12.0 OTHER OBSERVATIONS

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

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Name and Designation of the officer completing the Questionnaire.

Signature:

Date:

Mobile Phone Number:

E-mail Address: