



# **NATIONAL BOARD FOR TECHNICAL EDUCATION**

## **QUALITY ASSURANCE COMPLIANCE AND MONITORING REPORT**

(TO BE COMPLETED & SIGNED BY INSPECTORS)

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**NAME OF INSTITUTION**

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**DATE OF VISIT**

### ***CONFIDENTIALITY OF THE REPORT***

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

## **GENERAL INFORMATION**

This report should be completed in duplicate for each TVET Institution under assessment by the team of inspectors that may be appointed by the Board. The report should be type written and ready for submission to the Executive Secretary, National Board for Technical Education, Kaduna after the visit. Written comments should be comprehensive and precise to the point. The recommendation and team list pages of the report should be signed by all inspectors. A copy of the report might be forwarded to the Visitor or Proprietor of the Institution subject to the approval of the Executive Secretary, National Board for Technical Education, Kaduna.

The criteria to be inspected and monitored are stated in the following sections:

1. Enabling Act(s)
2. Governance Structure
3. Nature of Instructions
4. Nature of Examinations
5. Academic Plan Implementation
6. Students' Enrolment
7. Students Affairs
8. Entrepreneurship and Skills Development
9. Research and Innovation
10. Community Service, Industrial Work Experience and Collaboration
11. Internationalization
12. Graduation and Alumni Relations
13. Transcripts, Statement of Results, Final Certificates and Qualifications
14. Academic Ceremonies
15. Physical Master Plan Implementation
16. ICT Infrastructure and Services
17. Physical Facilities
18. Municipal and General Services
19. Academic Staff
20. Non-Academic Staff
21. Administration of Schools, Academic and Non-Academic Departments
22. Staff Training and Welfare
23. Industrial Relations
24. Capital and Recurrent Funding
25. Sources of Funding

Based on the comments of the team in each section of the report, the team should rate each section and assign numeric score as follows:

<b>S/N</b>	<b>Non-Numeric</b>	<b>Equivalent Numeric Score</b>
1	Very Good	4
2	Good	3
3	Fair	2
4	Poor	1

Finally, for an Institution to be recommended for compliance certification, it must have obtained a minimum of overall percentage score of 60% and above in Section 26.

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## 1. Enabling Act(s)

Inspectors should confirm that the Act(s) establishing the Institution and its amendments are being followed by the Institution to achieve its objectives, vision and mission statements. Inspectors should comment on the relevance of the Act(s) with the new development in the Nigerian TVET sector and make recommendation for improvement where necessary.

### Comments:

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 2. Governance Structure

Inspectors should report on the composition and activities of the following aspects of the governance structure of the Institution: Governing Council; Management Committee; Academic, School and Departmental Boards.

### Comments:

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

### 3. Nature of Instructions

Inspectors should critically assess the nature of instructions in the Institution. Inspectors should examine samples of students lecture notes, project reports, students' log-books, and practical note books to determine the quality and contents of instructions offered by the Institution.

**Comments:**

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

#### 4. Nature of Examinations

Inspectors should examine the conduct of semester examinations and tests. Inspectors should check the examination offices, examination time tables, reports of examination disciplinary committee, examination halls/venues, list of invigilators, and moderators' reports and confirm that they are adequate. Inspectors should recommend areas that need improvement.

**Comments:**

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 5. Academic Plan Implementation

Inspectors should compare the programmes offered by the Institution with its Academic Plan. Inspectors should compile the list of the following:

- Accredited programmes and their accreditation status with dates;
- Accredited part-time programmes;
- Accreditation status of the Institutional Administration;
- Unapproved Diploma and Certificate programmes;
- Affiliate programmes;
- Others (if any)

The current academic structure and spread of the disciplines should be highlighted. The team should comment on the duration and modalities of running part-time programmes in the Institution. Effectiveness of Internal Quality Assurance scheme in the Institution should be examined. The team should advise the Institution where necessary.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 6. Students' Enrolment

Inspectors should assess the general entry requirements into all the approved and accredited programmes of the Institution. The numbers of students enrolled into each programme offered by the Institution in the past two academic sessions should be listed. Team members should determine and assess the enrolment ratios into technology to non-technology based programmes of the Institution for the past two sessions. Team members should evaluate JAMB approved admission list(s) of the Institution. The approved carrying capacity of each programme should be highlighted by the Inspectors. Team members should determine if the Institution is over-admitting students or not. The compliance of the Institution to the JAMB Central Admissions Processing System (CAPS) should be assessed by the Inspectors.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 7. Students Affairs

Team should confirm that that the Institution has Students' Affairs Office, Student Union Government, Guidance and Counselling Unit, extra-curricular activities, students' hostel accommodations, Scholarship and Bursaries opportunities for brilliant or indigent students etc. Inspectors should interact with officials of the Students' Affairs Office, Students' Union Government and take note of the needs of the students.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 8. Entrepreneurship and Skills Development

Inspectors should evaluate the delivery of Entrepreneurship education in the Institution. The team should assess the adequacy of the available manpower and facilities for skills development in the Institution. Inspectors should comment on the awareness and implementation of the Nigerian Skills Qualification Framework (NSQF) in the Institution.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 9. Research and Innovation

Inspectors should assess the original contributions of the staff of the Institution to knowledge through basic and applied research studies published in reputable journals, conference proceedings and books. Projects developed and research grants received by the staff of the Institution should be considered by the Inspectors. The team should confirm that there is a Centre/Unit to coordinate research, innovation and intellectual property development in the Institution.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 10. Community Service, Industrial Work Experience and Collaboration

Inspectors should assess the activities of the Institution in the areas of Industry-Institution collaboration, students' industrial work experience and community service. The team should advise the Institution on how to remedy any observed inadequacy.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 11. Internationalization

Inspectors should comment on the number of international students studying in the Institution. Attached the list of international students with their nationalities and registration numbers to the report (where necessary). Team should also assess the exchange programmes (student and staff), partnership and cooperation with international bodies, Institutions and donor agencies.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 12. Graduation and Alumni Relations

Inspectors should determine the number of diplomates that have graduated in the past two academic sessions vis-à-vis the approved number of streams for the accredited programmes of the Institution. Where there are observed concerns and deficiencies, inspectors should comment and recommend solutions. Team should obtain and assess the NYSC mobilization lists of the Institution for at least two previous sessions (where it is applicable). In addition, the Institutional support with respect to employment opportunities for the past diplomates of the Institution should be assessed. The activities and contributions of the Alumni body to the development of the Institution should be highlighted by the Inspectors.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

### **13. Transcripts, Statement of Results, Final Certificates and Qualifications**

Inspectors should identify the types of qualifications awarded by the Institution. They should comments on the process and duration of issuance of transcripts, statement of results and qualifications/final certificates by the Institution. Where there is perceived bottleneck, inspectors should make suggestions for improvement.

**Comments:**

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

#### **14. Academic Ceremonies**

Team should comment on the conduct of Matriculation and Convocation ceremonies in the Institution. Inspectors should evaluate the programme booklets of the previous Matriculation and Convocation ceremonies. Where there are shortcomings, these should be highlighted by the Inspectors.

**Comments:**

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 15. Physical Master Plan Implementation

Team should determine the suitability of the permanent and/or take-off site of the Institution. The number of campuses operated by the Institution should be listed. The level of physical development of the Institution in comparison with the physical master plan of the Institution should be briefly assessed. Team should also comment on the provisions for environmental friendliness, aesthetic beauty, energy efficiency, accessibility (for the disabled), safety equipment, and security personnel and equipment in the Institution. Inspectors should recommend to the Board appropriate actions against Institution that has been operating at its temporary/take-off site for more than five years.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 16. ICT Infrastructure and Services

Team should comment on the availability and adequacy of ICT infrastructure and services in the Institution such as CBT Centre, Software Laboratories, Computer Centre, e-library, Resource Centres, Management Information System, websites, wireless and wired LANs, Cloud services, Internet services and e-learning tools etc. Inspectors should suggest areas of ICT infrastructure and services that need improvement.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 17. Physical Facilities

Inspectors should assess the current state or conditions of common physical facilities in the Institution such as Administrative building, Library, Health Centre, Sporting/recreational facilities, Hostel accommodations, staff residential accommodations, Entrepreneurship Development Centre, Staff club, toilet facilities, Multi-purpose Auditorium etc and offer suggestions for improvement where applicable.

### Comments:

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 18. Municipal and General Services

Inspectors should assess the adequacy of the municipal, utility and general services available for the use of staff and students of the Institution. Team should identify specific services that are not available or require urgent attention.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 19. Academic Staff

Inspectors should obtain the list of all academic staff in the Institution. Inspectors should summarize the number and quality of academic staff, and identify programmes where additional academic staff should be required for employment. The academic staff – student ratio of the Institution should be determined.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 20. Non-Academic Staff

Inspectors should obtain the list of all non-academic staff in the Institution. Inspectors should assess the number and quality of non-academic staff employed by the Institution.

**Comments:**

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 21. Administration of Schools, Academic and Non-Academic Departments

Inspectors should assess the quality of administration of all Schools, academic and non-academic/administrative Departments in the Institution. They should identify any person that is not qualified but appointed or elected as Head of School or Department and recommend appropriate action that should be taken to correct such abnormality.

### Comments:

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 22. Staff Training and Welfare

Inspectors should obtain the list of all beneficiaries of staff training and development in the past two academic sessions. In addition, local conferences, seminars, training workshops and study tours organized by the Institution should be identified by the team. Inspectors should inquire into the administration of staff welfare, promotion and motivation in the Institution.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

### **23. Industrial Relations**

Team members should list all the staff unions in the Institution. Inspectors should interact with the officials of the staff unions to obtain information about the major challenges of the Institution and the way forward. The relationship between the staff unions and the Management of the Institution should be assessed.

**Comments:**

<b>Score</b>	<b>Tick As Appropriate</b>
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 24. Capital and Recurrent Funding

Inspectors should identify capital projects funded by the Proprietor or Institution, and the ones funded by external bodies and individuals. The team should examine financial records (staff payroll, cash books, bank statements etc) to determine the extent to which the Institution is funding its recurrent expenditure such as staff salaries, imprest, staff training and development, utilities, training and practical consumables, outsourced services, maintenance and repairs, fuelling (vehicles and generators) etc

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 25. Sources of Funding

Inspectors should determine the sources of funding available to the Institution in the past two academic sessions. Inspectors should determine if these sources of funding are stable, diverse and adequate to meet the financial needs of the Institution.

### Comments:

Score	Tick As Appropriate
Very Good (4)	
Good (3)	
Fair (2)	
Poor (1)	

## 26. Summary

Inspectors should rate each criterion examined in sections 1 to 25. Team members should determine the overall percentage score obtained by the Institution.

S/N	CRITERIA	VERY GOOD (=4)	GOOD (=3)	FAIR (=2)	POOR (=1)	TOTAL
1.	Enabling Act(s)					
2.	Governance Structure					
3.	Nature of Instructions					
4.	Nature of Examinations					
5.	Academic Plan Implementation					
6.	Students' Enrolment					
7.	Students Affairs					
8.	Entrepreneurship and Skills Development					
9.	Research and Innovation					
10.	Community Service, Industrial Work Experience and Collaboration					
11.	Internationalization					
12.	Graduation and Alumni Relations					
13.	Transcripts, Statement of Results, Final Certificates and Qualifications					
14.	Academic Ceremonies					
15.	Physical Master Plan Implementation					
16.	ICT Infrastructure and Services					
17.	Physical Facilities					
18.	Municipal and General Services					
19.	Academic Staff					
20.	Non-Academic Staff					
21.	Administration of Schools, Academic and Non-Academic Departments					
22.	Staff Training and Welfare					
23.	Industrial Relations					
24.	Capital and Recurrent Funding					
25.	Sources of Funding					
	Grand Total					
	Percentage					

**27. Recommendation(s)**

Based on the overall percentage score obtained by the Institution in section 26, the team should make recommendations to the Board.

**28. Team List**

<b>S/N</b>	<b>NAME</b>	<b>RANK</b>	<b>SIGNATURE</b>