



## INSTITUTIONAL SELF-EVALUATION FORM

NAME OF INSTITUTION: .....

### I. INSTITUTIONAL ADMINISTRATION AND GOVERNANCE

(a) <b>Qualifications, experience and availability of the head of institution</b>	Max. score	Actual score
(i) Minimum university graduate and/or holder of a professional qualification (score 1 for diploma or equivalent holder)	2	
(ii) Cumulative experience of at least three years (score 1 for between one and two years' experience)	2	
(iii) Availability on full time basis (no half score)	1	
<b>Sub-total</b>	<b>5</b>	
(b) <b>Governance structure with clear responsibility and authority relationships</b>		
(i) Documented organogram (no half score)	1	
(ii) Council, Board of management/governors/directors as apex body in structure (score 1 for any other representative organ)	2	
(iii) Defined and documented duties and responsibilities with a designated officer in charge during the Principal's absence (score 1 for fully defined responsibilities/duties; score 1 for designated deputy)	2	
(iv) List of key management staff and their qualifications availed	1	
<b>Sub-total</b>	<b>6</b>	
(c) <b>Institutional communication system</b>		
(i) Use of notice boards, meetings, memos, others (score 1 each for any two media)	2	
(ii) Use of electronic messaging (such as email, short message service, website) (score 1 for either one media)	1	
<b>Sub-total</b>	<b>3</b>	
(d) <b>Institutional policies</b>		
(i) Documented rules and regulations for students (score 1 if penalties not specified)	2	
(ii) Documented code of ethics for trainers with specified penalties for non-compliance (score 1 if penalties not specified)	2	
(iii) Documented examinations /academic policy (no half score)	1	
<b>Sub-total</b>	<b>5</b>	
(e) <b>Controls on KASNEB monies</b> KASNEB monies deposited at the bank or directly remitted by students (score 0.5 if both cash payments and bank deposits used)	<b>1</b>	
(f) <b>Financial stability (excluding universities, government institutions)</b>		
(i) Existence of externally audited financial statements (no half score)	1	
(ii) Current assets to current liabilities ratio equals to or exceeds 2:1 (score 0.5 for 1:1 or more but below 2:1)	1	
(iii) Total debt to assets ratio is equal to or below 0.5:1 (score 0.5 from 0.6:1 to 0.8:1)	1	
<b>Sub-total</b>	<b>3</b>	
<b>Total score (maximum score - 20 for universities and government institutions; 23 for other institutions)</b>		
<b>Percentage score (converted to maximum 20 per cent)</b>	<b>20</b>	

## II. TRAINERS

	Max. score	Actual score
<b>(a) Qualifications, experience, competence and adequacy of trainers</b>		
(i) Trainers in each of the core areas hold the relevant KASNEB qualifications <i>(score 3 if 75% or more meet requirement, 2 if 50% or more meet requirement, 1 if 33.3% or more meet requirement)</i>	4	
(ii) Trainers in non-core areas hold a minimum of undergraduate degree in the respective areas <i>(score 3 if 75% or more meet requirement, 2 if 50% or more meet requirement, 1 if 33.3% or more meet requirement)</i>	4	
(iii) The average years of experience for trainers is at least three years <i>(score 2 two years, 1 for one year)</i>	3	
(iv) Trainers prepare lesson plans, records of work, student progress records, course outlines, schemes of work <i>(score 1 each for any four documents prepared)</i>	4	
<b>Sub-total</b>	<b>15</b>	
<b>(b) Provision for consultation with students and for research</b>		
(i) The maximum lecture hours per week per trainer do not exceed 34 hours <i>(no half score)</i>	1	
(ii) Timetables provide for a cumulative break of at least one hour for full-time classes <i>(no half score)</i>	1	
<b>Sub-total</b>	<b>2</b>	
<b>(c) Defined semester and course hours allocated to KASNEB courses</b>		
(i) Course hours allocated per unit for full-time classes are at least 80 hours <i>(score 3 for over 70 hours, 2 for over 60hours, 1 for over 50 hours )</i>	4	
(ii) Institutional semester provides for at least four months of continuous learning <i>(score 1 for three months semester)</i>	2	
(iii) Documented academic calendar exists indicating provisions for orientation of students, CATs among others <i>(no half score)</i>	1	
<b>Sub-total</b>	<b>7</b>	
<b>(d) Initiatives to enhance personal and interpersonal skills and appreciation of ethics by students</b>		
(i) Use of group works, class presentations, class participation <i>(full score for one)</i>	1	
(ii) Holding of forums (at least once per semester) with invited professionals to address issues of ethics, among others <i>(no half score)</i>	1	
<b>Sub-total</b>	<b>2</b>	
<b>(e) Monitoring and evaluation of trainers</b>		
(i) Attendance register or other system in place to monitor daily class attendance of trainers <i>(no half score)</i>	1	
(ii) Evaluation of trainers by students at least by mid-semester <i>(half score if evaluation held later than mid-semester)</i>	1	
(ii) System in place for recognizing well performing trainers and students <i>(score 1 each for students and trainers)</i>	2	
<b>Sub-total</b>	<b>4</b>	
<b>(f) Mechanisms to attract and retain qualified trainers</b>		
(i) Full-time employment <i>(score 0.5 if some trainers are not on full time)</i>	1	
(ii) Contracts for part-time trainers in place <i>(no half score. Award full score still if all trainers are on full time basis)</i>	1	
(iii) Other initiatives (commendations, rewards, benefits) <i>(score 0.5 for any two)</i>	1	
<b>Sub-total</b>	<b>3</b>	

<b>(g) Use of continuous assessment tests (CATs) and other student assessment methods</b>		
(i) Use of CATs (at least two per semester) <i>(score 0.5 if held once per semester)</i>	1	
(ii) Recent KASNEB past papers availed to students and trainers <i>(score 0.5 if availed but not for the last three sittings)</i>	1	
(iii) Students performance records maintained for CATs and KASNEB examinations <i>(score 1 for each)</i>	2	
<b>Sub-total</b>	<b>4</b>	
<b>(h) Holding of regular academic staff meetings</b>		
(i) Academic staff meetings held (at least two per semester) <i>(score 1 if held once a semester)</i>	2	
(ii) Minutes of academic meetings maintained <i>(no half score)</i>	1	
<b>Sub-total</b>	<b>3</b>	
<b>Total and percentage score (maximum score 40)</b>	<b>40</b>	

### III. PHYSICAL AND TECHNOLOGICAL RESOURCES

	<b>Max score</b>	<b>Actual score</b>
<b>(a) Valid title or lease to the premises</b> Freehold title or lease with at least three years to expiry <i>(score 2 if two years to expiry, score 1 if one year to expiry)</i>	<b>3</b>	
<b>(b) Learning rooms</b>		
(i) Designated learning rooms with a capacity for at least all full-time, or part-time KASNEB students, whichever is higher <i>(no half score)</i>	2	
(ii) A trainer can interact with and access all students in class during a learning session <i>(score 1 each for interaction and access)</i>	2	
(iii) Space in square metres with desks and chairs is at least 1.7 metres square, or 1 metre square with chairs only <i>(score either one at 1)</i>	1	
(iv) Lighting (natural and artificial) and ventilation provide a conducive environment for learning <i>(score 1 for each criteria)</i>	2	
<b>Sub-total</b>	<b>7</b>	
<b>(c) Furniture (desks and chairs for student use)</b>		
(i) The ratio of desks/chairs to number of full-time students is at least 1:1 <i>(no half score)</i>	2	
(ii) Desks/chairs are appropriate for learning <i>(no half score)</i>	1	
<b>Sub-total</b>	<b>3</b>	
<b>(d) Staff room/consultation room</b>		
(i) A staff room exists <i>(no half score)</i>	1	
(ii) Staff room capacity matches all full-time trainers and at least 25% of part-time trainers <i>(score 1 for each criteria or full score if all trainers are on full time)</i>	2	
<b>Sub-total</b>	<b>3</b>	
<b>(e) Sanitation facilities</b>		
(i) Sanitation facilities exist <i>(no half score)</i>	1	
(ii) Sanitation facilities are separated for each gender <i>(no half score)</i>	1	
(iii) Ratio of total students to sanitation facilities does not exceed 30:1 <i>(score 0.5 if ratio is above 30:1 but below 50:1)</i>	1	
(iv) General maintenance of the facilities <i>(score 0.5 if assessed to be average)</i>	1	
<b>Sub-total</b>	<b>4</b>	

(f) <b>Library and learning resources</b>		
(i) A library exists (physical or e-library) ( <i>no half score</i> )	1	
(ii) Capacity for the physical library is at least 25% of all full-time students ( <i>no half score</i> )	2	
(iii) Lighting and ventilation are conducive for learning ( <i>score 0.5 for each criteria</i> )	1	
(iv) There is at least one KASNEB recommended book in each subject area ( <i>score 1 if at least half of the subject areas covered</i> )	2	
(v) The students to book ratio does not exceed 30:1 ( <i>no half score</i> )	2	
<b>Sub-total</b>	<b>8</b>	
(g) <b>Additional requirements for institutions intending to offer KASNEB ICTT and CICT courses</b>		
(i) Computer laboratory <ul style="list-style-type: none"> <li>Capacity is adequate for all full-time ICTT and CICT students (<i>no half score</i>)</li> <li>Lighting and ventilation are conducive for learning (<i>score 0.5 for each criteria</i>)</li> </ul>	1 1	
(ii) Hardware <ul style="list-style-type: none"> <li>Students to computer ratio does not exceed 1:1 (<i>no half score</i>)</li> <li>Computers are at least Pentium IVs (<i>no half score</i>)</li> </ul>	1 1	
(iii) Operating, application and other software ( <b>must be licensed</b> ) <ul style="list-style-type: none"> <li>Operating system: Windows XP (or higher version)/Linux/other appropriate software (<i>no half score</i>)</li> <li>Application package: Microsoft office (at least 2003 version), Open Office or other appropriate software (<i>no half score</i>)</li> <li>Other software: programming languages, database packages, desktop publishing packages, (<i>score 0.5 for either two</i>)</li> </ul>	1 1 1	
(iv) Other ICT accessories and facilities: <ul style="list-style-type: none"> <li>ICT accessories: Printers, tool kits, switches, routers, bridges (<i>score 0.5 each for any four accessories</i>)</li> <li>Power back-up facilities (<i>score 0.5 each for generator and UPSs</i>)</li> <li>Internet connection (<i>no half score</i>)</li> <li>Updated anti-virus software (<i>no half score</i>)</li> </ul>	2 1 1 1	
<b>Sub-total</b>	<b>12</b>	
<b>Total score (maximum score 28 – with ICT 40)</b>		
<b>Percentage score (converted to maximum 28 per cent)</b>	<b>28</b>	

#### IV. STUDENT AFFAIRS AND SUPPORT SERVICES

	Max. score	Actual score
(a) <b>Safety and security of students</b>		
(i) Security: Perimeter wall, security guards, security history/record, student cards for entry, other measures ( <i>score 1 each for any two</i> )	2	
(ii) Safety: Fire extinguishers, first aid boxes, other measures ( <i>score 1 for fire extinguisher and half score each for any other two</i> )	2	
(iii) Accessibility by physically challenged (ramps, lifts, other facilities) ( <i>score 1 each for any two</i> )	2	
<b>Sub-total</b>	<b>6</b>	

(b) <b>Career guidance, counseling and internship services</b>		
(i) Provision of career guidance and counseling services ( <i>score 0.5 for each service</i> )	1	
(ii) Provision/facilitation of internship opportunities ( <i>no half score</i> )	1	
<b>Sub-total</b>	<b>2</b>	
(c) <b>Mechanisms for handling students complaints</b>		
(i) Students council, class representatives, deans of students, open-door policy, other mechanisms ( <i>score 1 each for any two</i> )	2	
(ii) Documented complaints procedure, complaints/suggestion box ( <i>score 0.5 for any two</i> )	1	
<b>Sub-total</b>	<b>3</b>	
(d) <b>Orientation</b>		
Orientation system for new students ( <i>no half score</i> )	<b>1</b>	
<b>Total and percentage score (maximum score 12)</b>		
<b>TOTAL PERCENTAGE SCORE [MAXIMUM - 100%]</b>	<b>100</b>	

**V. OTHER AREAS FOR COMMENT (to be gradually incorporated in the standards)**

- (a) Annual provision in the institution's budget for purchase of books and e-learning resources \_\_\_\_\_
- (b) Percentage of trainers with pedagogical skills and plans in place to ensure all trainers are trained on pedagogy \_\_\_\_\_
- (c) Percentage of full-time trainers of KASNEB courses to total trainers of KASNEB courses \_\_\_\_\_
- (d) Whether a designated internal quality assurance officer is in place \_\_\_\_\_
- (e) Maximum teacher to students ratio \_\_\_\_\_
- (f) System in place for evaluation of management \_\_\_\_\_
- (g) Internet accessibility in the institution by students and trainers including in the library \_\_\_\_\_
- (h) Whether contacts (address, telephone, email) are maintained for all students and parents/guardians/sponsors \_\_\_\_\_
- (i) Whether parents/guardians/sponsors are updated on student progress including performance in CATs, KASNEB examinations and class attendance \_\_\_\_\_
- (j) On-going capital projects \_\_\_\_\_
- (k) Summary of views from students and trainers interviewed on the institution \_\_\_\_\_
- (l) Initiatives to enhance and upgrade the leadership and management skills of the Head of institution and senior management \_\_\_\_\_

## VI. CONCLUSION AND RECOMMENDATIONS

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**Scoring undertaken by:**

**Name of officer(s)**

**Designation**

**Date**

**Signed**

**Reviewed by:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_