



INSTITUTIONAL SELF-EVALUATION FORM

NAME OF INSTITUTION:

I. INSTITUTIONAL ADMINISTRATION AND GOVERNANCE

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

II. TRAINERS

	Max. score	Actual score
(a) Qualifications, experience, competence and adequacy of trainers		
(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	
Sub-total	15	
(b) Provision for consultation with students and for research		
(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	
Sub-total	2	
(c) Defined semester and course hours allocated to kasneb courses		
(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	
Sub-total	7	
(d) Initiatives to enhance personal and interpersonal skills and appreciation of ethics by students		
(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	
Sub-total	2	
(e) Monitoring and evaluation of trainers		
(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	
Sub-total	4	
(f) Mechanisms to attract and retain qualified trainers		
(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	
Sub-total	3	

(g) Use of continuous assessment tests (CATs) and other student assessment methods		
(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	
Sub-total	4	
(h) Holding of regular academic staff meetings		
(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	
Sub-total	3	
Total and percentage score (maximum score 40)	40	

III. PHYSICAL AND TECHNOLOGICAL RESOURCES

	Max score	Actual score
(a) Valid title or lease to the premises 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>	3	
(b) Learning rooms		
(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	
Sub-total	7	
(c) Furniture (desks and chairs for student use)		
(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	
Sub-total	3	
(d) Staff room/consultation room		
(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	
Sub-total	3	
(e) Sanitation facilities		
(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	
Sub-total	4	

(f) Library and learning resources		
(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	
Sub-total	8	
(g) Additional requirements for institutions intending to offer kasneb DICT and CICT courses		
(i) Computer laboratory		
• Capacity is adequate for all full-time DICT and CICT students (<i>no half score</i>)	1	
• Lighting and ventilation are conducive for learning (<i>score 0.5 for each criteria</i>)	1	
(ii) Hardware		
• Students to computer ratio does not exceed 1:1 (<i>no half score</i>)	1	
• Computers are at least Pentium IVs (<i>no half score</i>)	1	
(iii) Operating, application and other software (must be licensed)		
• Operating system: Windows 2007 (or higher version)/Linux/other appropriate software (<i>no half score</i>)	1	
• Application package: Microsoft office (at least 2003 version), Open Office or other appropriate software (<i>no half score</i>)	1	
• Other software: programming languages, database packages, desktop publishing packages, (<i>score 0.5 for either two</i>)	1	
(iv) Other ICT accessories and facilities:		
• ICT accessories: Printers, tool kits, switches, routers, bridges (<i>score 0.5 each for any four accessories</i>)	2	
• Power back-up facilities (<i>score 0.5 each for generator and UPSs</i>)	1	
• Internet connection (<i>no half score</i>)	1	
• Updated anti-virus software (<i>no half score</i>)	1	
Sub-total	12	
Total score (maximum score 28 – with ICT 40)		
Percentage score (converted to maximum 28 per cent)	28	

IV. STUDENT AFFAIRS AND SUPPORT SERVICES

	Max. score	Actual score
(a) Safety and security of students		
(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	
Sub-total	6	

(b) Career guidance, counseling and internship services		
(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	
Sub-total	2	
(c) Mechanisms for handling students complaints		
(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	
Sub-total	3	
(d) Orientation Orientation system for new students (<i>no half score</i>)	1	
Total and percentage score (maximum score 12)		
TOTAL PERCENTAGE SCORE [MAXIMUM - 100%]	100	

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

Scoring undertaken by:

Name of officer(s)	Designation	Date	Signed
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Reviewed by:

Name: _____ Date: _____ Signed: _____