



**NATIONAL COUNCIL FOR HIGHER EDUCATION**

**ASSESSMENT TOOL FOR REGISTRATION OF OPEN, DISTANCE AND E-LEARNING (ODeL) HIGHER EDUCATION INSTITUTIONS**

**Name of Institution** :

**Date of Assessment** :

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## **INTRODUCTION**

The National Council for Higher Education (NCHE) is mandated to register and accredit all higher education institutions and academic programmes in Malawi. The registration process involves several steps, one of which is institutional assessment.

An institutional assessment is informed by guidelines and standards for accreditation of institutions of higher education and minimum requirements set up by the Council. This instrument is for assessing institutions for minimum standards and suitability to offer higher education via open, distance and e-learning (ODEL) mode prior to registration.

The form is used for assessment of ODeL institutions and programmes based on the minimum standards focusing on institutional governance, policies and procedures; financial resources; infrastructure, equipment and other facilities; availability of water and sanitation; student support services; programme design; staff complement; students' recruitment and achievement; library resources and learning resources (specific to programme); requisite physical infrastructure and equipment (specific to programme); and quality enhancement systems.

## **AIM OF ASSESSMENT**

The aim of assessment is to assist reviewers make well-informed judgment on the readiness of an institution to offer academic programmes.

### **Specific objectives**

The specific objectives of this tool are to assess:

- a) the appropriateness of an institution's governance structure, mission and objectives;
- b) the financial resources and sustainability of the institution;
- c) the availability and suitability of the infrastructure (Buildings, space and other physical facilities);
- d) the overall situation of the library and other Learning resources;
- e) the availability of water and sanitation facilities;
- f) student support services;
- g) the adequacy of an institution's academic and support staff complement for the delivery of the proposed programmes and curriculum;
- h) the capacity of the institution's library facilities and resources to support the proposed programmes;
- i) the suitability of other physical infrastructures (including the availability and suitability of classroom and laboratory space);
- j) the institution's quality assurance systems.

## **METHODS OF DATA COLLECTION FOR THE ASSESSMENT EXERCISE**

- a) Review of documents and other relevant documentary evidence in the form of policy documents, publications, etc.;

- b) Inspection of facilities and premises;
- c) Interviews with staff, students and other stakeholders.

**DATA ANALYSIS AND PRESENTATION**

Reviewers will use appropriate quantitative and qualitative methods in conducting this assessment. All tables are to be accompanied by suitable qualitative descriptions.

**PROFILE OF REVIEWERS**

<b>Name</b>	<b>Position</b>	<b>Qualifications</b>	<b>Signature</b>

### INSTITUTION'S PROFILE

Name of the Institution	
Chairperson of the Council/Board	
Secretary of the Council/ Board	
Members of the Council/Board	
Contact details	Postal Address:
	Fax Number:
	E-Mail Address:
	Website address:
	Telephone Lines:
	Mobile:
Location	

**INSTRUCTIONS TO FOLLOW WHEN FILLING THE FORM**

1. Please fill in the appropriate blank spaces provided.
2. Should a specific document or policy be available regarding any aspect of this exercise, the team will ask for a copy for reference and attach as an annex.
3. Grading and interpretation of the assessment scores is indicated in the table below:

<b>Acceptable =2</b>	<b>Acceptable with conditions =1</b>	<b>Unacceptable = 0</b>
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**PART A**

**AREA 1: INSTITUTIONAL GOVERNANCE, POLICIES AND PROCEDURES**

**1.1: Rating on governance**

Area of focus	2	1	0	Score	Comments
*Council/Board of Directors	Legally established, and functional.	Legally established but not fully discharging its responsibilities.	Not legally established.		
*Senate/ Technical Committee on Academic Matters	Provision for legal establishment made.	No clear provision for legal establishment made	No provision for establishment		
Faculty/School Committee	Provision for establishment made.-	No clear provision for establishment made.	No provision for establishment made		
Departmental Committees	Provision for establishment made.-	No clear provision for establishment made.	Not provision for establishment made at all.		

Chancellor/ Vice Chancellor Principal/Vice Principal	Provision for appointment in accordance with the constitution/Charter.	Provision for appointment not clearly defined.	No provision for appointment not made at all.		
University/College Registrar	Provision for appointment/elections in accordance with the policy	Provision for appointment/elections not clearly defined	No provision for appointment/elections made at all		
*Dean/ Director/ Coordinator of ODeL	Provision for appointment / elections in accordance with the policy.	Provision for appointment/elections not clearly defined.	No provision for appointment/elections made at all		
Deans	Provision for appointment/elections in accordance with the policy	Provision for appointment/elections not clearly defined	No provision for appointment/elections made at all		
Quality Assurance Director or equivalent	Provision for appointment/elections in accordance with the policy	Provision for appointment/elections not clearly defined	No provision for appointment/elections made		
Heads of Department	Provision for appointment/election in accordance with the policy.	Provision for appointment/elections not clearly defined.	No provision for appointment made.		
University/College Librarian	Provision for appointment / elections in accordance	Provision for appointment/elections not clearly defined.	No provision for appointment/elections made at all		



	with the policy.				
Head of ICT	Provision for appointment / elections in accordance with the policy.	Provision for appointment/elections not clearly defined.	No provision for appointment/elections made at all		
Material Production Manager/ Instructional Designer	Provision for appointment / elections in accordance with the policy.	Provision for appointment/elections not clearly defined.	No provision for appointment/elections made at all		
Students Support Manager/ Coordinator	Provision for appointment / elections in accordance with the policy.	Provision for appointment/elections not clearly defined.	No provision for appointment/elections made at all		
Staff Involvement	Provision for Staff representation in all committees.	Staff representation in committees not clearly defined.	No provision for staff involvement in committees.		
*Student Council/Union <sup>1</sup>	Provision for establishment of Students Union available.	No clear provision for establishment of Students Union.	Establishment of Students Union not provided for at all		

## 1.2: Rating on governing policies and procedures

Area of focus	2	1	0	Score	Comments
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<sup>1</sup> Provisions should be outlined in the institutional constitution, charter and/or student handbook.

*Strategic Plan which includes ODeL	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	No plan in place		
*ODeL Policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		
*ICT Policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		
Qualifications Framework	Qualification Framework is available and the proposed programmes are aligned to it	Qualifications Framework is available but the proposed programmes are aligned to it	Qualifications Framework not available		
*Quality Assurance Policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		
*ODeL Delivery Guide	Delivery Guide stipulating approaches as well as roles and responsibilities available	Delivery Guide is available but somewhat not clear	Delivery Guide not available		
Risk Policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		
Health and Safety Policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		
Assessment Policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		
Inter - university short-term staff exchange policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities.	Not available		

Staff and Student Disciplinary Procedures	Procedures are developed	Procedures are not clearly defined-	Procedures not available		
Procurement Procedures and Committee	Procedures and Committee available.	Procedures and Committee available but not clearly defined.	Procurement procedures and Committee are not available		
Inclusive education policy	Available and approved by relevant authorities.	Available but not approved by relevant authorities-	Not available		
*Service Charter (standards of service key stakeholders can expect)	Service Charter available with clearly outlined standards the institution commits to uphold in its service delivery	Service Charter available but does not clearly define standards for service delivery	No service charter available		
<b>TOTAL SCORES</b>	<b>Total scores / Total observed</b>			<b>%</b>	

**Strengths**

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**Areas for improvement**

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**AREA 2: RESOURCES (FINANCIAL RESOURCES, EQUIPMENT AND MATERIALS)**

**2.1: Financial Resources**

**2.1.1: Institutional financial position/stability**

Area of focus	2	1	0	Score	Comments
*Annual budget for the current academic year	Available and approved by the Board.	Available, but not approved by the Board.	Not available		

*Budget for ODeL	The budget shows clear allocation to ODeL	The budget shows no clear allocation to ODeL.	No allocation to departments.		
*Budget for Department	The budget shows clear allocation to Department	The budget shows no clear allocation to Department	No allocation to departments.		
*Bank-Account with a local bank	The institution operates accounts with registered banks with the Higher Education Institution as account owner.	The institution is in the process of opening a bank account.	The institution has no bank account and is not in the process of opening one.		
Financial statements	The institution provides current financial statements and related supporting documents.	The institution provides financial statements but not related supporting documents.	The institution does not provide financial statements.		
Evidence for financial capacity to manage the HEI (Bank statements, Assets)	Evidence available that they can run the institution for at least one year without relying on tuition fees	Evidence not clearly presented that demonstrates they can run the institution for at least one year without relying on tuition fees	No evidence available		
Fees structure	There is established and clear fees structure	There is established fee structure but there is not clear breakdown	There is no established fees structure		
Annual audits of accounts	The institution has approved external auditors and annual audit reports for previous financial year are available	Has approved external auditors and annual audit reports but not current.	The institution does not have approved external auditors and no audit reports for previous financial year		
Internal audit functions	The institution has internal audit function and procedures that are adhered to	The institution has internal audit function and procedures but they are not	The institution does not have internal audit function and procedures		

		adhered to			
Assets including building and land	The institution has adequate legally owned or rented land and building(s) with lease agreement	The institution has inadequate legally owned or rented land and building(s)	The institution does not have legally owned or rented land and building(s)		
*Robust financial control systems	Provision of reliable financial control systems and approved by the Council/Board.	Available, but not approved by the Council/Board.	Not available		

## 2.2: Rating on equipment and other material resources

Area of focus	2	1	0	Score	Comments
Equipment and material resources inventory	Available and up to date	Available but not up to dated	No equipment inventory		
Administrative equipment (computers and software, heavy duty photocopier, scanners, printers)	Most of the administrative equipment is available and in good state of repair.	Most of the administrative equipment is available but not in good state of repair.	Most of the administrative equipment is not available.		
Classrooms equipment if blended (e.g. White / black board, LCD projector, television) with interactive technologies	Classrooms have adequate equipment for teaching and learning and all the equipment is in good working order	Classrooms have some equipment, though not adequate or some of the equipment is not in good working order	Classrooms have inadequate equipment		
Teaching resources / educational equipment	Available and well maintained	Available but not well maintained	Not available		
*Learning Management System (LMS)	The institution has a functional LMS for online delivery where all instructional processes are managed and tracked	The institution has a functional LMS but not fully used for learning management	The institution does not have a functional LMS for online delivery		

	The institution's LMS has security features to protect data	The institution's LMS has limited security features to protect data	The institution's LMS has no security features to protect data		
	The institution has a functional LMS for online delivery which can accommodate a growing number of students and courses	The institution has a functional LMS for online delivery but does not accommodate a growing number of students and courses	The institution does not have a functional LMS for online delivery		
	The institution has a functional LMS for online delivery which is accessible by all users	The institution has a functional LMS for online delivery but is not accessible by some	The institution does not have a functional LMS for online delivery		
	The institution has a functional LMS for online delivery which allows tracking of students' progress, gather data, generate insightful reports	The institution has a functional LMS for online delivery but does not allow tracking of students' progress	The institution does not have a functional LMS for online delivery		
ICT capacity	The institution has a functional, informative website and adequate technical capacity in hardware, software, data management and security systems	The institution has a functional, informative website, but not adequate technical capacity in hardware, software, data management and security systems	The institution does not have a website and technical capacity in hardware, software, data management and security systems		
*Staff offices i.e. Desk, chair, book shelf, in and out trays, visitors' chairs	Staff have suitable office space with necessary facilities in place	Staff have suitable office space but lacking some necessary facilities	Staff do not have suitable office space and lacking facilities		
<b>Total Scores</b>	<b>Total scores / Total observed</b>			<b>%</b>	

## Strengths

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## Areas for improvement

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### AREA 3: BUILDINGS, SAFETY AND SECURITY OF PREMISES

#### 3.1: Rating on buildings

Area of focus	2	1	0	Score	Comment
The buildings and alterations	Maintains the minimum requirements for health and safety of the students and the public.	Partially maintains minimum requirements for health and safety.	Does not fully maintain minimum requirements for health and safety.		
	Buildings are approved by the relevant local authority	Not all buildings are approved by the local authority.	Buildings not approved by the local Authority.		
	Drawings of the proposed buildings were approved by relevant authorities	Drawings not approved by relevant authorities.	Proposed buildings not approved and no drawings available.		

	Approval of alterations or extensions (if any), certificate of occupation for newly constructed or altered buildings available.	Alterations and extensions approved but no certificate of occupation available.	Alterations and extensions not approved and no certificate of occupation available.		
*Classrooms and Lecture Theatres#	Adequate considering the projected number of programmes and students.	Fairly adequate considering the projected number of programmes and students.	Inadequate considering the projected number of programmes and students.		
	Adequate ventilation.	Fairly adequate ventilation.	Poor ventilation.		
	Adequate natural and artificial lighting.	Fairly adequate natural and artificial lighting.	Inadequate natural and artificial lighting.		
	At least 2.6m Ceiling height	2m to 2.6m.ceiling height of	Less than 2m.ceiling height		
*Library building #	Adequate natural and artificial lighting	Inadequate lighting.	Very poor lighting.		
	Adequate ventilation	Inadequate ventilation	No ventilation		
	Secure windows	Windows available but not secure	Inadequate windows and not secure.		
	Reading space area to student ratio of 1:3	Reading space area of between 1:3 and 1:10.	Reading space less than 1:10.		
	Learning resources centre with adequate facilities (e.g.,	Learning resources centre with inadequate facilities.	Learning resources centre not available.		



	computers).				
	Has well-functioning electronic/manual catalogues that facilitate access to reading materials.	Have a catalogue but does not facilitate access to reading materials.	Does not have a catalogue.		
	Has a ceiling at least 3.5m height	Has a 2.5m to 3.5m.ceiling height	Has a less than 2.5m.ceiling height		
	Has sufficient doorways that can be opened outwards to facilitate exit in case of fire and other emergencies.	Has insufficient doorways that can be opened outwards to facilitate exit in case of fire and other emergencies.	Has no doorways that can be opened outwards to facilitate exit in case of fire and other emergencies.		
Accessibility #	All classrooms and lecture theatres have disability friendly facilities.	Some classrooms and lecture theatres have disability friendly facilities.	All classrooms and lecture theatres have no disability friendly facilities.		
	All staff offices have disability friendly facilities.	Some staff offices have disability friendly facilities.	All staff offices have no disability friendly facilities.		
	All laboratories have disability friendly facilities.	Some laboratories have disability friendly facilities.	All laboratories have no disability friendly facilities.		
	All sanitation facilities are disability friendly.	Some sanitation facilities are disability friendly.	Sanitation facilities are not disability friendly.		
	Student accommodation blocks provide	Some student accommodation blocks provide	No Student accommodation blocks provide for		

	for disability friendly facilities.	for disability friendly facilities.	disability friendly facilities.		
Library Design and Capacity #	All basic library sections are available, with adequate capacity e.g. Special collection, reference services, Periodicals and technical services and E-resource services.	Basic sections available but with inadequate capacity.	Basic sections not available.		

### 3.2: Rating on safety and security of the premises

Area of focus	2	1	0	Score	Comments
Premises Security (e.g. Fence, walk ways, ramps, guards, security lights, CCTV Cameras, barriers)#	The premises are secured, with means of escape during emergency.	The premises have limited security and means of escape during emergency.	The premises are largely insecure.		
Fire escapes #	All means of fire escape are properly labeled, maintained and kept free from any obstruction.	Fire escapes are labeled but they lack maintenance and clear directions to escape area.	Fire escape exits are not available.		
Firefighting equipment for buildings #	Classrooms and lecture theatres have adequate and well-serviced firefighting equipment as approved by relevant local authority.	Have adequate but not well-serviced firefighting equipment.	Have no firefighting equipment.		

	Laboratories have adequate and well-serviced firefighting equipment as approved by relevant local authority.	Have adequate but not well-serviced firefighting equipment.	Have no firefighting equipment.		
	Library has adequate and well-serviced firefighting equipment as approved by relevant local authority.	Has adequate but not well-serviced firefighting equipment.	Has no firefighting equipment.		
	Student halls of residence have adequate and well-serviced firefighting equipment as approved by relevant local authority.	Have adequate but not well-serviced firefighting equipment.	Have no firefighting equipment.		
Fire drills#	There is provision for regular fire drills.	There is unclear provision for fire drills.	There is no provision for fire drills-		
Assembling area for fire emergencies#	Visibly marked assembling area for fire emergencies and fire exit procedures are available.	Assembling area for fire emergencies and exit procedures are not clearly marked.	Assembling area for fire emergency and exit procedures are not available.		
Fire alarms#	Available and in good state of repair.	Available but not in good state of repair.	Not available		
<b>Total score</b>	<b>Total Scores / Total Observed</b>			<b>%</b>	

**Note:** # Applicable to blended ODeL mode

**Strengths**

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**Areas for improvement**

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**AREA 4: LABORATORIES AND WORKSHOPS (ON AND/OR OFF-CAMPUS)**

**4.1: Rating on Laboratories/ Workshops/ studios (especially for sciences)**

<b>Area of focus</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Score</b>	<b>Comment</b>
*Teaching Laboratories/ Hospitals /Workshops /Studios #	Available, in good condition and adequate for the requirements	Available but inadequate for the requirements	Not available		
Laboratory facilities for different subject areas: a) provision of room for instructional workstations; #	Available and in good condition	Available but not in good condition	Not available		
b) provision of storage and preparatory rooms #	Available and in good condition	Available but not in good condition	Not available		
c) proper location in relation to other facilities so that the laboratory is easily accessible#	Well located in relation to other facilities and is easily accessible	Not well located in relation to other facilities but fairly accessible	Not well located in relation to other facilities and not easily accessible		
d) Ventilation#	Well ventilated and in good condition	Not well ventilated	Not available		

e) fume cupboards and fume hoods in the preparation and storage rooms#	Available and in good condition	Available but not in good condition	Not available		
f) standard table top electrical service outlets for the instructor's table and for each pair of students#	Available in accordance with the purpose of the laboratory and in good condition	Available but not in good condition	Not available		
g) Water supply system for firefighting. #	Available and in good condition	Available but not in good condition	Not available		
h) Surface treatment of floors, walls ceiling and roofs#	Well treated and reduces noise	Well treated but allows some noise	Not well treated		
i) Protective clothing for laboratory and workshop staff (gowns, shoes and gloves)#	Available in sufficient quantities and of good quality	Available but not in sufficient quantities and fairly of good quality	Not available or available but poor in quality		
j) Virtual labs	Available, functional and adequate for the requirements	Available but inadequate for the requirements	Not available		
<b>TOTAL SCORE</b>	<b>TOTAL SCORES / TOTAL OBSERVED</b>			<b>%</b>	

**Note:** # Applicable to blended ODeL mode

**Strengths**

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**Areas for improvement**

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## AREA 5: AVAILABILITY OF WATER, SANITATION AND POWER

### 5.1: Rating on water availability

Area of focus	2	1	0	Score	Comments
*Water supply#	Has reliable, safe and clean water supply.	Has reliable but unsafe/unclean supply. or vice versa.	Has unreliable and unsafe/unclean water supply.		
Portable drinking water for students#	Available and facilities are in good state of repair	Available but facilities not in good state of repair	Not available		
Water storage facility#	Water reservoirs with capacity to meet twenty four hour demand in accordance with applicable laws	Water reservoirs available but not sufficient to meet twenty-four-hour demand.	No water storage-facility.		

### 5.2: Wastewater Management System

Area of focus	2	1	0	Score	Comments
*Wastewater Management System (WMS)	Available and in good state of repair in accordance with applicable laws .	Available but not in good state of repair.	Not available.		
Evidence of approval by local authority responsible for WMS	Available and guidelines adhered to.	Available but guidelines. not adhered to.	Not available.		
Capability to drain and dispose of surface water in a manner that can cause the least inconvenience to the public	Available and well-managed. in accordance with applicable laws	Available but not-well managed.	Not available.		
Availability of a master plan that illustrates the WMS	Available and adhered to.	Available but not adhered to.	Not available.		

in relation to existing and proposed institution buildings					
The layout of all waste and soil drain pipes, sewers, septic tanks, storm water drains.	Clear layout available.	Layout available but unclear.	Not available.		
Run-off catchment drains which are designed to maintain the health and safety of all occupants	Available and conform to standards.	Available but has poor design.	Not available.		
*Toilets and bathrooms	Water closets conform to standards and are in good state of repair as specified in the minimum standards.	Conforms to the standard but not in good state of repair.	Do not conform to standards.		
	Urinals conform to standards and are in good state of repair as specified in the minimum standards.	Conforms to the standard but not in good state of repair.	Do not conform to standards.		
	Bathrooms conform to the standards and are in good state of repair as specified in the minimum standards	Conform to standards but not in full state of repair	Do not conform to standards		
Ratio of water closets for male students#	One water closet for every 15-20 male students.	One water closet for more than 15 but less than 50 male students.	One water closet for more than 50 male students.		
Ratio of water closets for female students#	One water closet for every 10 -15 female students.	One water closet for more than 10 but less than	One water closet for more than 50 female students.		

		50 female students.			
Ratio of Urinals to students#	One urinal for every 20-25 students.	One urinal for more than 20 but less than 50 students.	One urinal for more than 50 students.		
Bath or shower for male students#	One bath or shower for every 15 to 20 male students.	One bath or shower for over 15 but less than 30 male students.	One bath or shower for over 30 male students.		
Bath or shower for female students#	One bath or shower for every 15 to 20 female students.	One bath or shower for over 15 but less than 30 female students.	One bath or shower for over 30 female student.		
Sanitary disposal facilities	Available and in good state of repair.	Available but not in good state of repair.	Not available.		

**5.3: Rating on availability of secure source of power**

Area of focus	2	1	0	Score	Comments
*Source of power	Reliable Electricity supply available.	Inadequate electricity supply	Unavailable or unreliable electricity supply		
Power backup	Adequate backup systems, and safe and free from fire scare.	Inadequate backup systems but safe and free from fire scare.	No backup power systems.		
<b>Total scores</b>	<b>Total scores / total observed</b>			<b>%</b>	

**Strengths**

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**Areas for improvement**

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## AREA 6: STUDENT SUPPORT SERVICES

### 6.1: Rating on student support centre

Area of focus	2	1	0	Score	Comments
Physical/ Virtual support centre to attend to student affairs	The University has a provision for a functional support centre with staff allocated to respond to queries within 24hrs.	The institution has a provision for support center but does not have clear staff allocation	The institution does not have a support centre		
Physical/virtual Counselling services	The institution has provision of Physical/virtual Counselling services that will be managed by trained counsellors	The institution has provision of Physical/virtual Counselling services but staff provision is not clear	Not available		
Induction/orientation	Induction/orientation module is available for online mode of delivery	Induction/orientation module is available but not comprehensive	No Induction/orientation module		

*Office of the Director of Student Affairs/Equivalent#	There is provision for the Office of the Director of Student Affairs/equivalent, with a clear job description.	There is provision for the Office of the Director of Student Affairs/equivalent but without a clear job description.	There is no provision for the Office of the Director of Student Affairs/equivalent.		
*Tutorial system	There is provision for clear guidelines for a tutorial system(s).	There is provision for a tutorial system(s) but without clear guidelines.	There is no provision for tutorial system(s).		
Reward system for students	There is provision for a clearly spelt out reward system(s).	Provision for a reward system(s) is in place but without clear guidelines.	There is no provision for a reward system(s).		

### 6.2: Rating on Cafeteria/ Tuckshop (for blended mode)

Area of focus	2	1	0	Score	Comments
Availability of catering service tuck-shop#	Institution has a cafeteria/tuckshop with adequate space	Institution has cafeteria/tuckshop with inadequate space	No cafeteria/tuckshop		

### 6.3: Rating on Clinic/Dispensary#

Area of focus	2	1	0	Score	Comments
	Available, with	Available, with	Not available		

	adequate resources, staff and providing essential services	inadequate resources and not providing essential services			
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**6.4. Rating on recreational facilities#**

Area of focus	2	1	0	Score	Comments
The institution has in place the following recreational facilities# e.g. Football pitch, Volleyball pitch, Netball pitch, Space for Indoor games	All the facilities are available, accessible and in good condition	Some of the facilities are available but not in good condition	Not available		
<b>Total scores</b>	<b>Total scores / total observed</b>				

**Note:** # Applicable to blended ODeL mode

**Strengths**

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**Areas for improvement**

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**OVERALL OBSERVATION (S) AND RECOMMENDATION(S)**

**Critical observation(s) for areas with (\*)**

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**Recommendation(s)**

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**CRITERIA FOR REGISTRATION OF INSTITUTION/PROGRAMMES**

<b>Outcome of assessment</b>	<b>Reviewers' recommendation to the council</b>
a) Minimum score of <b>50%</b> and above in each area. b) Items with (*) should attain a score of 2 in each of the assessed areas.	Registration of an institution

## REFERENCES

1. Ministry of Education, Science and Technology (2008) *National Education Sector Plan, 2008 – 2017*.
2. National Council for Higher Education Act (Act No. 15 of 2011).
3. National Council for Higher Education (2014) *Standards for Accreditation of Malawi Higher Education Institutions*.
4. National Council for Higher Education (Uganda) *Application for a certificate of classified and Registration for a Private Tertiary Institution*.
5. New England association of schools and Colleges, Commission on Institutions of Higher Education.
6. Universities and Other Tertiary Institutions (Quality Assurance) Regulations, (Uganda) 2008.