

Standard 7 Facilities and Equipment

Adequate facilities and equipment must be available for the teaching and learning requirements of the program. Use of facilities and equipment should be monitored and regular assessments of adequacy made through consultations with faculty, staff and students.

The scales below ask you to indicate whether these practices are followed in your institution and to show how well this is done. Wherever possible evaluations should be based on valid evidence and interpretations supported by independent opinions

Good Practices Relating to This Standard	Is this true? Y/No/NA	How well is this done? (enter stars)
7.1 Policy and Planning Planning processes for the provision of facilities and the acquisition and maintenance of equipment must include consultation with program representatives to ensure clear specification of program requirements. Plans for provision must appropriately balance program requirements with institutional policies to ensure compatibility of systems and resources available.		
7.1.1 Equipment acquisitions meet program requirements and are also consistent with institutional policies to achieve compatibility of equipment and software systems across the institution.	Y	****
7.1.2 Teaching staff are consulted before major equipment acquisitions to ensure that current and anticipated emerging needs are met.	Y	****
7.1.3 Equipment planning provides for acquisition, servicing and replacement according to a planned schedule.	Y	****
Overall Assessment		****
Comment: purchasing the new equipment and devices is made mainly on the basis of special and general needs		
Priorities for Improvement: motivation of faculty members for cooperating with each other for reducing the cost of maintenance and purchasing the new equipment		
Independent Opinion		****
Comment: Planning process involves faculty and staff in the acquisition and maintenance of equipment. Generally, equipment acquisitions meet program requirements for learning, teaching and research.		
7.2 Quality and Adequacy of Facilities and Equipment Facilities and equipment must be of good quality with effective strategies used to evaluate their adequacy for the program, their quality and the services associated with them.		
7.2.1 Facilities meet health and safety requirements and make adequate provision for the personal security of faculty, staff and students.	Y	****
7.2.2 Quality assessment processes include both feedback from principal users about the adequacy and quality of facilities, and mechanisms for considering and responding to their views.	Y	****
7.2.3 Standards of provision of teaching, laboratory and research facilities are adequate for the needs of the program and benchmarked through comparisons with other comparable institutions. (This includes such things as classroom space, laboratory facilities and equipment, access to computing facilities and associated software, private study facilities, and research equipment.	Y	*****
7.2.4 Adequate facilities are available for confidential consultations between faculty	Y	*****

and students)

7.2.5 Provision is made for students, faculty and staff with physical disabilities or other special needs.

Y

Overall Assessment

Comment: faculty members and students should pay more attention to the safety regulations

Priorities for improvement: workshops, training courses, and activation the safety regulations

Independent Opinion

Comment:

Generally, facilities meet health and safety requirements. Standards of provision of teaching, laboratory and research facilities are sufficiently adequate and of quality standard. There is also evidence of periodic maintenance of facilities and equipment and feedback from principal users about adequacy and quality of facilities.

7.3 Management and Administration

Management and administration of facilities, equipment and associated services must be efficient and ensure maximum effective utilization of facilities provided.

7.3.1 A complete inventory is maintained of equipment used in the program that is owned or controlled by the institution including equipment assigned to individual faculty or staff for teaching and research.

Y

7.3.2 Services such as cleaning, waste disposal, minor maintenance, safety, and environmental management are efficiently and effectively carried out.

Y

7.3.3 Provision is made for regular condition assessments, preventative and corrective maintenance, and replacement.

Y

7.3.4 Effective security is provided for specialized facilities and equipment for teaching and research, with responsibility between individual faculty, departments or colleges, or central administration clearly defined.

Y

7.3.5 Effective systems are in place to ensure the personal security of faculty, staff and students, with appropriate provisions for the security of their personal property.

Y

7.3.6 Arrangements are made for shared use of underutilized facilities with adequate mechanisms for security of equipment.

Y

Overall Assessment

Comment: periodic maintenance is necessary as a proactive procedure

Priorities for improvement: there is a need for establishing a maintenance unit at least in the college with full authority

Independent Opinion

Comment:

There is evidence of quality management and administration of facilities and equipment to ensure maximum effective utilization of facilities provided.

7.4 Information Technology

Computing equipment and software and related support services must be adequate for the program and managed in ways that ensure secure, efficient and effective utilization.

7.4.1 Computing equipment is available and accessible for faculty, staff and students and the adequacy of this provision is regularly assessed.

Y

7.4.2 Institutional policies governing the use of personal computers by students are complied with.

Y

7.4.3 Technical support is available for teaching staff and students using information and communications technology.

Y

7.4.4 Opportunities are available for teaching staff input into plans for acquisition and replacement of IT equipment for use in the program.

Y

7.4.5 Security systems are in place to protect privacy of personal and sensitive personal and institutional information, and to protect against externally introduced viruses.

Y

7.4.6 Compliance with a code of conduct relating to inappropriate use of material on the internet is checked and instances of inappropriate behavior dealt with appropriately.

Y

7.4.7 Training programs are available for faculty and staff to ensure effective use of computing equipment and appropriate software for teaching, student assessment, and administration.

Y

Overall Assessment

Comment: every faculty members and teaching staff as well as administrative assistants have a computer and printer. Computers are also available for the students (two computers labs).

Priorities for improvement: More training is needed for teaching staff on technical computer programs such as statistics programs, presentation, and drawing

Independent Opinion

Comment:

Computing equipment and software are available and accessible for faculty, staff and students. Interview with staff in the IT department indicates that technical support and training are provided to users.

Overall Assessment of Facilities and Equipment

7.1 Policy and Planning

7.2 Quality of and Adequacy of Facilities

7.3 Management and Administration

7.4 Information Technology

Combined Assessment

Comment: the department has most of what required in this standard, however, improving all the aspects mentioned earlier should be made in more effective way

Independent Opinion

Comment

By and large, adequate facilities and equipment are available to support teaching and learning requirements of the program. Teaching staff are consulted prior to any major equipment acquisition to ensure requirements for teaching are met.

Indicators Considered

1. Visit to facilities
2. Student satisfaction survey result
3. Interview with staff members

Priorities for Improvement