



COMMISSION FOR UNIVERSITY EDUCATION

FORM CUE/Acc./3

FORMAT FOR PREPARING CAMPUS PROFILE

1. Institutional Information

Provide the following information about the campus

- a) Name and location,
- b) Physical, postal and email address
- c) Distance in Kilometers from the main campus
- d) A clearly labeled pictorial representation of the campus highlighting
 - i. The entrance to the campus
 - ii. A 360° view of the area surrounding the campus
 - iii. The facilities provide within the campus including the library, lecture rooms, administrative and academic staff offices, laboratories and recreational facilities.
- e) Ownership status of the facilities
- f) Any businesses within and or adjacent to the campus premises

2. Physical resources

Summarize the physical resources available at the campus as outlined below

- a) Land – Give concise information about land on which the campus stands including LR number, size, ownership status and encumbrances if any.
- b) Attach copies of title deeds, lease certificates, lease agreements and certificate of search as appropriate.

- c)) Give a brief narrative on the campus highlighting the main facilities/structures (library, lecture rooms, administrative and academic staff offices, laboratories and recreational facilities) available at the campus

Summarize the spaces available at the campus in the format given in tables 1 a-c below.

Table 1a. Teaching and learning rooms

ITEM	NUMBER	CAPACITY	SIZE (M ²)
Lecture rooms/theaters			
A 0-10			
B 11-20			
C 21-40			
D 41-60			
E 100 and above			
Assembly hall/Auditorium			
Science laboratories			
Computer laboratories			
Libraries			
Others - specify			

Table 1b. Offices

ITEM	NUMBER	NUMBER SHARED
Chief administrator		
Other administrative offices		
HOD offices		
Academic staff offices		
Staff common rooms		

Table 1c.

Accommodation/catering

ITEM	NUMBER	CAPACITY	SIZE (M²)
Hostels			
Students' common rooms			
Canteens			
Kitchens			
Dispensary			
Staff houses			

3. Library

Describe the campus library in line with the following areas.

- i. Library building, sitting capacity and functional areas
- ii. Library Services available.

- iii. Number of volumes and titles available by discipline
- iv. Number and titles of journals the library has subscribed to;
- v. The range of e-materials (e-journals, books, databases etc) available at the library
- vi. ICT infrastructure (inter and intranet connectivity, number of access points, number of computers etc)
- vii. Current and projected number of library staff by title

4. Public safety

- a) Describe the fire safety installations at the campus.
Summarize the information in the table below.

Table 2: Summary of fire fighting equipment

Item	No. available	Distribution	Date last inspected
Fire extinguisher class A			
Fire extinguisher class B			
Fire extinguisher class C			
Fire hose reels			
Fire hydrants			
Fire blankets			
Sand baskets			
Fire alarm bells			
Fire engines			

- b) Highlight the provisions for the physically challenged available at the campus

5. Water supply and sewerage

Outline the water and sewerage provisions at the campus highlighting the

- a) Various sources of water and the daily yield from each source
- b) Storage capacity
- c) Water portability
- d) Nature and capacity of the sewerage system

6. Recreational facilities

Describe the type of recreational facilities available for the campus, indicating whether they are owned, leased or shared. Summarize the information in the table below and attach MOUs where applicable

Table 3. recreational facilities.

Facility	Number
Football fields	
Basketball pitches	
Table tennis	
Hockey fields	
Rugby fields	
Swimming pools	
Bandminton	

7. Academic programmes and student enrolment

- a) Name the programmes on offer at the campus and state the mode of delivery
- b) Give the student enrolment per programme, the gross enrolment for the campus and describe how students are admitted into the campus

c) Give a breakdown of the current student numbers in the table format below

Table 4. Student Enrollment by program and year

PROGRAMS	First year		Second year		Third year		Fourth year	
	F	M	F	M	F	M	F	M
Total								
GRAND TOTAL								

d) Describe how the campus programmes are managed and how this fits in the overall university programmes

e) Describe the examination processes at the campus

8. Human resources

Give an outline of the staff at the campus as follows:

- A summary of number of academic staff dedicated to the campus by category (professors, Ass. Professors, Snr Lecturers etc), segregating them into full and part-time.
- Names of the academic staff, their qualifications and where obtained, their specializations and the areas they are currently teaching.
- Give an outline of the not teaching/support staff for the campus

9. Administration and governance

Describe how the campus is governed and administered highlighting

- a) The campus governance organs and how they relate to the main university governance structure
- b) The campus administrative structure and how it relates to the main university administration
- c) In a) and b) above summarize the reporting relationships in a chart

10. Financial resources

Summarize the campus financial resources highlighting

- a) The main sources of income in the last three years
- b) Financial management and reporting in relation to the main campus
- c) The role of the campus director in budgeting.

11. Quality Assurance

Give an overview of how quality is maintained at the campus with special emphasis on the quality of

- a) Teaching
- b) Programmes
- c) Academic staff
- d) Facilities