



# UNIVERSITY OF BENIN BENIN CITY

## KEY INDICATORS FOR QUALITY ASSURANCE FOR UNIVERSITY OF BENIN

	<b>QA KEY INDICATORS</b>	<b>Expectation</b>	<b>Timeline</b>
1.	Alignment of Academic and Research with University of Benin strategic plan	Course content and Research must align with the respective strategic goal,	As specified in the key performance indicators (KPI) schedule.
2.	Course Compact	It must be prepared and given to the students' class reps and HODS	Not later than two (2) weeks into resumption
3.	Course outline/contents	Course outline/contents should be delivered before the end of the Semester.	By the 10th week, 80% of the course contents should have been completed. By the 12th week the whole course contents should have been delivered.
4.	Teaching Methods	Teaching methods should be students centered eg. Activity based methods, teaching/instructional aids, projects, assignments, experiments, practical, discussion, problem-solving, debates, simulations, blended learning and collaborative learning	Questionnaire delivery to students to ascertain the frequency of the use of these methods by the 8th week of resumption.
5.	Allocation of Courses	Courses should be allocated based on area of specialization.	Area of highest qualification and additional Diploma/certificates obtained.
6.	Conducive Learning Environment	HODs should ensure that Classrooms are well lit and ventilated	Inspection by QA team at the second week of every semester
7.	Staff Development	Staff should be encouraged to regularly attend conferences, workshops and training to improve teaching delivery	Annually, all staff in a Department must have been engaged in one or all of these activities.
8.	Course advisers' interaction with their students	Course advisers should deal with their students courteously and humanely	Feedback from students through administration of questionnaires at the end of every academic session.
9.	Continuous assessment tests	Every teaching staff must conduct credible continuous assessment (CA) tests	Two CA tests should be administered to students in the 4th and 8th week of resumption respectively.
10.	Release of CA test results	CA test results should be released before exams.	Release of each CA test results should be done two weeks after each CA test.
11.	Submission of examination questions	Exam questions must be submitted to H.O.Ds at the end of lectures.	Exam questions must be submitted to H.O.Ds two weeks before exams to allow for moderation.
12.	Marking of examination scripts, marking guides and submission of results.	Marked scripts, marking guides and results should be submitted to H.O.Ds	The submission should be two weeks after the end of exams.
13.	Release of results	Semester results should be released.	Semester results should be released within six (6) weeks after examination.
14.	Examination misconduct	A student found on infringing the provisions of exam regulations shall be immediately given three (03) copies of exam misconduct forms for completion	The original copy with relevant exhibits should be handed over to the Dean of that Faculty within 24 hours. The duplicate and the triplicate copies shall be retained by the candidate and the Examination and records office respectively.
15.	Feedback from external	Gathering feedback from external examiners,	Proof of ex question Papers

	examiners	regulatory bodies.	moderation and feedback from external examiners should be provided to the QA committees at the end of every academic session
16.	Feedback from external regulatory bodies	Gathering feedback from regulatory bodies e.g. NUC post-accreditation Reports.	Post-accreditation reports Feedback from external regulatory bodies should be provided to the QA team at the end of every accreditation.
17.	Curriculum Development	Regular review and updating of curricula to include current course and emerging technologies, promoting innovation and entrepreneurship.	Curriculum must be reviewed every 5 years beginning from 2023/2024 academic session.
<b>NON-ACADEMIC STAFF</b>			
18.	Resumption of duty	All non-academic staff are expected to be on their duty posts open their offices on time daily.	There are to open and be in their various offices by 8am and close by 4am (Monday - Friday).
19.	Taking alcoholic drinks/beverages or smoking	Not taking alcoholic drinks/beverages or smoking in offices or anywhere else during office hours.	Periodically monitored by designated monitoring team.
20.	Staff Development	Non-teaching staff should be encouraged to regularly attend conferences, workshops and training to improve service delivery	Annually, all non-staff in a Department must have been engaged in one or all of these activities.
21.	Public relations	Non-teaching visitors, staff engaging with visitors, shall demonstrate professionalism and courtesy to enhance the University's Public image.	Feedback from visitors.