

GHANA TERTIARY EDUCATION COMMISSION

NORMS FOR TERTIARY EDUCATION (POLYTECHNICS)

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INTRODUCTION

In 1987, the Government constituted a University Rationalisation Committee (URC), as part of its education reforms, to undertake a comprehensive review of postsecondary education and to make recommendations for reform. Following the submission of the URC Report, the Government issued a White Paper in 1991 outlining its objectives on the Reforms to the Tertiary Education system. Thus, in line with the recommendations of the URC, the Ghana Tertiary Education Commission (NCTE) developed norms to be used as policy benchmarks for monitoring the performance of tertiary education institutions as well as instruments for determining the resource requirements of tertiary education institutions.

The norms are also meant to assist higher education institutions in planning and ensuring efficiency of their operations.

The Council after careful observation of the current developments in the tertiary education sector has reviewed the norms to bring them in line with realities in the tertiary education sector.

The norms cover the following areas:

- Enrolments
- Student: Academic Staff Ratio (STR)
- Personnel
- Finance

- Student Accommodation
- ENROLMENTS**

(a) New Entrants

- Male: Female Participation = 50:50
- Science: Social Sciences and Humanities = 60:40

(b) Total Enrolment

- Target for Gross Enrolment Ratio for the Sector = 25%
- Male: Female Participation = 50:50
- Science: Social Sciences and Humanities = 60:40

(c) Growth Rates in Enrolments for Established Public Universities

- Humanities/Business = 4%
- Science and Technology = 6% **Student: Academic Staff Ratio (STR)**

<i>Subject Categories</i>	<i>STR</i>
Social Sciences	25:1
Business Administration	25:1
Science	20:1
Applied Science and Technology	18:1

Engineering	15:1
Dispensary Technology	18:1

PERSONNEL

(a) Academic Staff Pyramid

<i>Category</i>	<i>Norm (%)</i>
Chief Lecturer (Professor)	10
Principal Lecturer (Associate Professor)	15
Senior Lecturer	30
Lecturer	45

(b) Recommended Number of Staff for Administrative Services in the Teaching Departments

<i>Position/Grade</i>	<i>Recommended Number of Staff</i>
Administrative Assistant	1
*Accounting Assistant	1
Clerks	1
*Driver	1
Messenger/Cleaner	2

*Driver and Accounting Assistant should be provided for where necessary.

(c) Recommended Number of Staff for Administrative Services in the Teaching Departments for Faculties/ Institutes/Schools

<i>Position/Grade</i>	<i>Recommended No. of Staff</i>
Dean	1
Senior Assistant Registrar/Assistant Registrar	1
Accountant	1
Assistant Librarian	1
Administrative Assistant	1
Accounting Assistant	1
Junior Technical	2
Junior Non-Technical	2

(d) Number of Senior Technical/Junior Technical Staff Recommended for Teaching Departments

<i>Category</i>	<i>Science Based Department</i>	<i>Humanities/ Business Based Department</i>
Senior Technical	1:5	1:10
Junior Technical	2:5	2:5

- *Senior Technical Staff:* These are technicians from the grades of Technician to Chief Administrative Assistants
- *Junior Technical Staff:* These comprise Typists, Drivers, Workshop Assistants or Assistant Technicians etc. required by the departments

- *Junior Non-Technical Staff:* These include labourers, Messengers and Cleaners

FINANCIAL NORMS

NCTE has established the standard cost per student using the performance indicators (norms) and prevailing approved rates of costs for the purpose of determining:

- The realistic level of funding required by the institution for their work;
- The level of revenue that an institution must raise in order to maintain and improve quality. The level of revenue must include Government grant, fees charged to students and internally generated income;
- The adequacy or otherwise of financial, material and physical facilities. This will give an indication of the quality of service provided by the institutions; and
- Efficiency in the use of financial resources.

(a) Determining Cost per Student

The following variables are considered in the determination of cost per student:

- The approved rate of remuneration of all categories of staff;
- The standard cost of goods and services required in the training of a student.

<i>Cost of Goods & Services</i>

<i>Discipline</i>	<i>Percentage (%) of Staff Cost (Polytechnics)</i>
Pure Science	35
Humanities	20
Applied Science & Technology	40
Engineering	50

- Student: Teacher Ratios (STRs);
- The staff mix per department;
- Approved percentage of total cost that should be used for the replacement and repairs of facilities; and
- The percentage of total cost of a department attributable to direct academic work and indirect overheads (The approved replacement and repairs of facilities cost of 10% should be maintained).

(a) Norms for Resource Allocation

The current norms identify seven (7) cost activities or cost centres for which allocation from the revenue basket should be made. The rationale behind this is to monitor the allocation of resources to ensure that critical needs or areas in the operations of tertiary institutions are given adequate attention.

These seven cost centres are:

- I. Direct Teaching Cost: These cover the costs of teaching departments and faculties.

II. Library Expenditure:

- i. Salaries and allowances of professional library staff, supporting administrative, technical, secretarial, clerical and manual staff
- ii. Goods and services: books, special collections and journals, periodical newspapers, binding materials, photocopying materials, printing and stationery, local travel, office furniture and equipment

III. General Education Expenditure

These comprise general expenses of academic nature not attributable to any specific department including the following:

- i. Examination
- ii. Student Exchange
- iii. Books and Journals
- iv. Official Publications
- v. Subscriptions
- vi. Official Ceremonies
- vii. Research and Conferences
- viii. Staff Curriculum Development

IV. Central Administration Expenditure

- i. Salaries and allowances of all staff not located in the academic departments/units of direct teaching, teaching support and

“Organised Research”. ii. Goods and Services: Goods and services for the Offices of the Rector’s and Registrar’s, Finance Officer’s Departments/Offices, printing and stationery, cleaning materials, office furniture and equipment, local transport and travel, books and periodicals, etc.

V. Municipal Services Expenditure

Cost operations, maintenance, repair and minor modification of plants, buildings and grounds, electricity and water.

VI. Staff and Students Facilities and Expenditure

Salaries and allowances of all staff in the Halls of Residence and Security.

i. Goods and Services:

Cleaning materials, toiletries for Halls of Residence, replacement of linen and mattresses, books, periodicals, printing and stationery for the Hall Administration, furniture and fittings, repair of staff houses, Health Services and staff Welfare.

VII. Miscellaneous Expenditure

Sundry charges, legal and bank charges, packages, insurance, telephone and postages.

<i>Resource Allocation</i>

<i>Cost Centre</i>	<i>Norm (%)</i>
Direct Academic Cost (Departmental Cost)	50
General Educational Expenditure	10
Library	5
Central Administration	8
Staff/Student Facilities	10
Municipal Services	15
Miscellaneous	2
Total	100

STUDENT ACCOMMODATION

Sleeping space in halls of residence should not be allocated to more than four (4) students in a room, and the measurement of a room should be at least 3600 mm × 5400 mm.