



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT: PROCEDURE FOR TEACHING

DOC. NO: JOOUST/VC/AA/OP 14

AUTHORIZED BY : VICE-CHANCELLOR

SIGNATURE:

ISSUED BY : DEPUTY VICE-CHANCELLOR ACADEMIC AFFAIRS

0.1 DOCUMENT DISTRIBUTION

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(iv)	Copy	R, AA
(vi)	Copy	CoDs

0.2 DOCUMENT CHANGES

DATE CHANGES AUTHORIZED BY

27/04/2012 Restructured the method to include Course Distributions, Course outline, Delivery of Lectures & evaluation

29/4/2013 Procedure reviewed to reflect change of status from BUC to JOOUST

30/4/2015 Procedure reviewed for adequacy

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- 1.0 Purpose:** To ensure effective teaching.
- 2.0 Scope :** It covers all aspects of teaching in the University.
- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 JOOUST Service Charter
 - 3.5 Statutory & Regulatory Requirements
 - 3.6: JOOUST Student Rules & Regulations
- 4.0 Terms and Definitions:**
- 4.1 BUC:** Bondo University College
 - 4.2 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
 - 4.3 VC:** Vice-Chancellor
 - 4.2 QMR:** Quality Management Representative
 - 4.3 DVC, AA:** Deputy Vice-Chancellor, Academic Affairs
 - 4.4 R,AA:** Registrar, Academic Affairs
 - 4.5 CoD:** Chairperson of Department
 - 4.6 SA:** School Administrator
- 5.0 Responsibility:** DVC AA shall be responsible for the implementation of this procedure.
- 6.0 Method**

6.1 Course Distribution

- 6.1.1** The Dean/CoD shall convene a School/Departmental board meeting to allocate courses to lecturers at least one month before the beginning of each Semester.
- 6.1.2** The Board shall recommend engagement of part-time lecturers for courses where there are shortfalls in full time staff at least three weeks before the

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beginning of each Semester.

- 6.1.3 The Dean shall forward part-time lecturer requirements to the DVC (AA) for processing.

6.2 Course Outline

- 6.2.1 The lecturer shall develop and submit the course outline to the Dean/CoD for approval two weeks to the beginning of the semester.
- 6.2.2 The lecturer shall ensure course outline contains the Course title, code, objectives, subject matter, mode of evaluation and references.
- 6.2.3 The lecturer shall distribute duly approved course outline to the students at the beginning of lectures.

6.3 Delivery of Lectures

- 6.3.1 The Timetabling Coordinator shall forward teaching time table to the Schools/departments and post the same on the student's notice boards at the beginning of each semester.
- 6.3.2 The lecturer shall give the lecture and/or administer practical lessons as timetabled
- 6.3.3 The lecturer shall administer an attendance register in each session.
- 6.3.4 Lecturer shall ensure all the practical lessons are performed according to the relevant procedures.

6.4 Evaluation

Class Attendance

- 6.4.1 The RAA shall develop and distribute a standard class attendance register to Schools/Departments at least one week before the lectures begin.

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6.4.2 The lecturer shall submit the duly filled registers and analysis monthly to the Dean/CoD

6.4.3 The Dean/CoD shall submit the analysis to RAA two weeks before examinations for necessary action. (Refer to **JOOUST/AA/R/OP 13: Procedure for Examinations**).

Course Evaluation

6.4.4 The Director Quality Enhancement and Assurance shall develop and distribute course evaluation forms to the Deans/CoD two weeks to the beginning of examinations.

6.4.5 SA shall administer the forms to the students.

6.4.6 SA shall analyze the forms and submit the report to the Director Quality Enhancement and Assurance through the Deans/CoD at the end of each semester

6.4.7 The Director Quality Enhancement and Assurance shall compile the report and forward the results to Senate for action.

Examination

6.4.8 The lecturers shall administer Continuous Assessment Tests (CATs) and end of semester examination as per *procedure JOOUST/AA/R/OP 13: Procedure for Examinations*

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