



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

**DOCUMENT : PROCEDURE FOR TEACHING AND EXAMINATION
TIMETABLING**

**DOC. NO. : JOOUST/AA/TT/OP 27
AUTHORISED BY : DEPUTY VICE-CHANCELLOR**

**ISSUED BY : ACADEMIC AFFAIRS
EXAMINATION & TIMETABLE**

SIGNATURE:

COORDINATOR

SIGNATURE:

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORISED BY
23/3/2012	Added Method 6.2 & 6.3	
29/4/2012	Added timelines to procedure. Deleted 6.1.3, 6.1.4. merged 6.5 With 6.4 and changed 6.6 to 6.5	

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Procedure reviewed to reflect
change of status from BUC to JOOUST



30/4/2015 Procedure reviewed for adequacy



- 1.0 Purpose:** This procedure ensures optimal utilization of teaching resources through effective, reliable and efficient coordination of teaching and examination timetabling and room allocation.
- 2..0 Scope:** This procedure covers timetabling for teaching and examination for academic programmes in the University.
- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3. JOOUST Service Charter
 - 3.4 JOOUST Statutes
 - 3.5 JOOUST Student rules and regulations
 - 3.6 JOOUST Strategic Plan
- 4.0 Terms and Definitions**
- 4.1 QMR** Quality Management Representative
 - 4.2 VC:** Vice-Chancellor
 - 4.3 DVC, AA** Deputy, Vice-Chancellor Academic Affairs
 - 4.4 BUC:** Bondo University College
 - 4.5 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
 - 4.6 RAA** Registrar Academic Affairs
 - 4.7 HOD** Head of Department
 - 4.8 Common course:** Compulsory courses defined by University to be taken by students studying for different degree programs.
 - 4.9 JAB:** (Joint Admissions Board) Body responsible for

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- admission of students to public Universities
- 4.10 Regular students:** Fees paying students in public universities
- 4.11 School Based:** Students whose sessions are in progress only when schools are in recess.
- 4.12 Semester:** Period of study consisting of sixteen weeks or its equivalent in contact hours as may be prescribed by the Senate.
- 4.13 TC:** Timetable Coordinator
- 4.14 Core Unit:** A mandatory unit taken to fulfill the requirements for an award.
- 4.15 Course:** A set of units and Study areas that lead to the granting of an award registered with the Senate.
- 4.16 Common Lecture Room:** Teaching space offered by the University for Shared teaching activities.
- 4.17 Draft Timetable:** A working document provided to enable academic and administrative staff to identify and resolve timetable problems before the final timetable is published.
- 4.18 Elective Unit:** An optional unit taken to fulfill the requirements for an award
- 4.19 Final Timetable:** A published and official University Timetable of subject activities.
- 4.20 Teaching resources:** rooms, teaching equipment, staff, available teaching hours
- 4.21 Students/Staff with Special Needs:**
Students/Staff who require reasonable adjustments arising from their disabilities, religious beliefs or family responsibilities
- 4.22 Course unit:** A coherent set of learning activities such as lectures, tutorials and workshops assigned a subject code by the University.
- 4.23 Academic Staff:** University staff responsible for teaching
- 4.24 School:** Any School of the University established under

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the Statutes

4.25 Statutes: Statutes of the University

4.26 Program: A curriculum course leading to an award of the University approved by the Senate

5.0 Responsibility:

The Coordinator Teaching & Examination Timetabling shall be responsible for the effective implementation and supervision of this procedure.

6.0 Method

6.1 Teaching and Examination Timetabling

- 6.1.1 The TC shall coordinate the teaching and examination timetable.
- 6.1.2 The TC shall send a teaching and examination timetabling data collection form to all Schools' Teaching and Examination Coordinators requesting for course allocation two months before the beginning of the Semester.
- 6.1.2 The TC shall consider the interests of students and the core degree programmes while designing the teaching timetable.
- 6.1.3 Students shall be expected to attend all core units enrolled in a standard degree program so far as practicable.
- 6.1.4 Students shall be able to take combinations of core and recommended subjects and have a reasonable selection of electives from which to choose
- 6.1.5 The TC shall be scheduling classes and examinations so as to best utilize resources equitably; teaching resources, academic staff and facilities.
- 6.1.6 The TC shall ensure that the schedule enables the students to utilize their time effectively
- 6.1.7 The TC shall not timetable subjects that have not received prior Academic Committee approval.
- 6.1.8 The TC shall schedule classes during the weekdays for regular students as endorsed by DVC AA.
- 6.1.9 The TC shall schedule the classes for the school based mode, any time during the Week as endorsed by the Timetabling Committee.
- 6.1.10 The TC shall inform all students of the timetable for the forthcoming academic

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Semester one week prior to enrollment and subject selection

6.1.11 The TC shall make minimal changes to the timetable after the FINAL publication.

6.1.12 The TC shall prepare a working document named the ‘Draft Timetable’ and publish for the schools four (4) weeks before the commencement of the next academic semester.

6.2. School/Faculty Examination/Timetable Committees

6.2.1 Each Faculty/School/Institute shall set up a Timetabling committee, comprised of Departmental/Programme Examination/Timetable coordinators

6.2.2 The timetabling committee shall prepare a draft teaching/examination timetable

6.2.3 The University Timetabling Committee shall draw its membership from Faculty/School/Institute timetabling committees

6.2.4 The University timetabling Committee shall be chaired by The University Teaching and Examination Timetable Coordinator.

6.3 Appointments of Examination/Timetable Coordinators

6.3.1 RAA shall appoint Departmental/Programme Examination Coordinators on recommendation of Chairpersons of Department Directors of Schools/Institutes

6.3.2 Dean/Director shall appoint Faculty/School/Centre Examination/Timetable Coordinator.

6.3.3 The Faculty/School/Centre/Institute Examination/Timetable Coordinator shall work under the direction of Dean/Director in all matters related to the University Examinations within the Faculty/School/Institute

6.4. School Examination/Timetabling Coordination

The Examination/Timetable Coordinators shall:

6.4.1 Manage timetabling activity in the department, acting under delegated authority from the Deans of School.

6.4.2 Ensure implementation at School level of the University’s Timetabling Policy, communicating as appropriate with staff and students and work in partnership with

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the TC to ensure that a ‘best fit’ timetable is produced.

- 6.4.3 Coordinate the collection of accurate and timely timetable information, principally relating to staff/rooms and course/units availability, within the schools and submitting it to the TC two months before the start of the semester;
- 6.4.5 Review and check teaching timetable drafts published by the TC and working with the TC to resolve any inaccuracies or timetabling clashes two weeks after start of semester
- 6.4.5 Communicate timely adjustments to submitted timetable information that may arise from late changes, principally to staff/rooms and course/units availability within two weeks after the start of semester;
- 6.4.6 Advise staff and students of changes to the teaching timetable where these occur once teaching has commenced, e.g. cancellations or changes of room;
- 6.4.7 Make ad hoc room bookings for non-teaching events at least one week before the event
- 6.4.8 Liaise with the TC about any school issues relating to timetabling

6.5 Resolving Clashes

- 6.5.1 The TC shall apply the criteria in the above method while resolving timetable clashes.
- 6.5.2 The TC shall ensure that NO CHANGES are made to the timetable once the FINAL timetable is published.
- 6.5.3 The TC shall however consider exceptional changes
- 6.5.4 The TC shall amend the timetable on special occasions in order to satisfy the overall problems of either clash avoidance or venue problems associated with an unexpected enrolment increase

6.6 Timetable/Room Changes

- 6.6.1 The TC shall consider requests for changes to days and times, after timetable publication to students and shall keep them to an absolute minimum
- 6.6.2 The TC shall place appropriate notification whenever Timetable committee members initiate timetable/room changes.

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6.7 Room Allocation Guidelines

- 6.7.1 The Timetabling Committee shall be responsible for the management of lecture rooms, efficient space utilization and allocation
- 6.7.2 The TC shall resolve conflicts by negotiation between the parties concerned within two days of receiving the conflict.
- 6.7.3 The TC shall refer matters associated with complex timetabling to the DVC AA.
- 6.7.4 DVC AA shall then consult with an independent Academic arbitrator, appointed by the VC.
- 6.7.5 Timetabling committee shall periodically conduct lecture room audits to ensure that Academic equipment meet teaching requirements.
- 6.7.6 The Timetabling Committee shall ensure that lighting and other maintenance checks are conducted and that unfulfilled bookings are returned to the teaching resources pool

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