



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

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

**DOC. NO. : JOOUST/AA/TT/OP 14**

**AUTHORISED BY : DEPUTY VICE-CHANCELLOR**

**ACADEMIC AFFAIRS**

**SIGNATURE:**

**ISSUED BY : EXAMINATION & TIMETABLE  
COORDINATOR**

**SIGNATURE:**

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**0.2 DOCUMENT CHANGES**

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|-------------------------|---------------------------|--|
| <b>ISSUE NO:</b><br>002 | <b>REVISION NO:</b><br>00 | <b>DATE OF ISSUE:</b><br>15 <sup>TH</sup> JANUARY 2018 |
|-------------------------|---------------------------|--|

- 1.0 Purpose:** To ensure 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:**
- i. ISO 9001:2015 Standard
  - ii. JOOUST Quality Manual
  - iii. JOOUST Service Charter
  - iv. JOOUST Statutes
  - v. JOOUST Strategic Plan
  - vi. JOOUST Student rules and regulations

**1.0 4.0 Abbreviations, Acronyms and Definitions**

- i.CoD: Chairman of Department
- ii.Common course: Compulsory courses defined by University to be taken by students
- iii.Common Lecture Room: Teaching space offered by the University for Shared teaching activities.
- iv.Core Unit: A mandatory unit taken to fulfill the requirements for an award.
- v.Course unit: A coherent set of learning activities such as lectures, tutorials and workshops assigned a subject code by the University.
- vi.DVC(AA): Deputy, Vice-Chancellor Academic Affairs
- vii.Elective Unit: An optional unit taken to fulfill the requirements for an award hours as may be prescribed by the Senate studying for different degree
- viii.Institution Based Part Time Students: Students whose sessions are in progress only when Schools are in recess.
- ix.JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- x.KUCCPS: Kenya Universities and Colleges Central Placement Services
- xi.Program: A curriculum course leading to an award of the University approved by the Senate
- xii.QMR: Quality Management Representative
- xiii.R(AA): Registrar Academic Affairs

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|-------------------------|---------------------------|--|
| <b>ISSUE NO:</b><br>002 | <b>REVISION NO:</b><br>00 | <b>DATE OF ISSUE:</b><br>15 <sup>TH</sup> JANUARY 2018 |
|-------------------------|---------------------------|--|

- xiv. **Regular students:** Fees paying students in public universities studying for different degree Programme
- xv. **Semester:** Period of study consisting of sixteen weeks or its equivalent in contact
- xvi. **TC:** Timetable Coordinator
- xvii. **Teaching resources:** Rooms, teaching equipment, staff, available teaching hours
- xviii. **VC:** Vice-Chancellor

## 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

- 6.1.2 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 CUE or Senate approval.
- 6.1.8 The TC shall schedule classes during the weekdays for regular students as endorsed by DVC, AA.

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|-------------------------|---------------------------|--|
| <b>ISSUE NO:</b><br>002 | <b>REVISION NO:</b><br>00 | <b>DATE OF ISSUE:</b><br>15 <sup>TH</sup> JANUARY 2018 |
|-------------------------|---------------------------|--|

- 6.1.9 The TC shall schedule the classes for the Institution- Based Part Time 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 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.

4.1.13 TC shall upload the final Time Table on the University website

**6.2. School/Faculty Examination/Timetabling Committees**

- 6.2.1 Each Faculty/School/Institute shall set up a Timetabling committee, comprised of Departmental/Programme Examination/Timetabling 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/Timetabling Coordinators**

- 6.3.1 R,AA shall appoint Departmental/Programme Examination Coordinators on recommendation of Chairpersons of Department Principal/Deans/Directors of Schools/Campuses/Institutes
- 6.3.2 Dean/Director shall appoint Faculty/School/Centre Examination/Timetabling Coordinator.
- 6.3.3 The Faculty/School/Centre/Institute Examination/Timetabling Coordinator shall work under the direction of Principal/Dean/Director in all matters related to the University Examinations within the /School/Campus/Institute

**6.4. School Examination/Timetabling Coordination**

The Examination/Timetabling Coordinators shall:

- 6.4.1 Manage timetabling activity in the department, acting under delegated authority from the Principal/Deans of School/Directors of Campuses.

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|-------------------------|---------------------------|--|
| <b>ISSUE NO:</b><br>002 | <b>REVISION NO:</b><br>00 | <b>DATE OF ISSUE:</b><br>15 <sup>TH</sup> JANUARY 2018 |
|-------------------------|---------------------------|--|

- 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 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 and uploaded on the University website.
- 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

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|-------------------------|---------------------------|--|
| <b>ISSUE NO:</b><br>002 | <b>REVISION NO:</b><br>00 | <b>DATE OF ISSUE:</b><br>15 <sup>TH</sup> JANUARY 2018 |
|-------------------------|---------------------------|--|

members initiate timetable/room changes.

### **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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|-------------------------|---------------------------|--|
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