



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

DOCUMENT: PROCEDURE FOR TEACHING

DOC. NO: JOOUST/VC/AA/OP 12

AUTHORIZED BY : VICE-CHANCELLOR

SIGNATURE:

ISSUED BY : DEPUTY VICE-CHANCELLOR SIGNATURE

ACADEMIC, STUDENT AFFAIRS AND RESEARCH

0.1 DOCUMENT DISTRIBUTION

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i.	Original	QMR
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0.2 DOCUMENT CHANGES

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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:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Service Charter
- v. Statutory & Regulatory Requirements
- vi. JOOUST Student Rules & Regulations

4.0 Abbreviations /Acronyms and Definition of terms:

- i. **CoD:** Chairperson of Department
- ii. **DVC (ASAR):** Deputy Vice-Chancellor, Academic, Student Affairs and Research
- iii. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- iv. **QMR:** Quality Management Representative
- v. **R (ASA):** Registrar, Academic and Student Affairs
- vi. **SA:** School Administrator
- vii. **VC:** Vice-Chancellor

5.0 Responsibility: DVC, ASAR 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** School/Departmental Board shall recommend engagement of part-time lecturers for courses where there are shortfalls in full time staff at least three

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weeks before the beginning of each Semester.

- 6.1.3 The Dean shall forward part-time lecturer requirements to the DVC, ASAR for processing of appointments.

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 R, ASA 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 R, ASA 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 School Administrator shall administer the forms to the students.

6.4.6 School Administrators shall submit the duly filled forms to the Director Quality Enhancement and Assurance through the Deans/CoD at the end of each semester.

6.4.7 The Director QEA shall analyse the forms, compile a report and submit it to the VC for action.

Examination

6.4.8 The lecturers shall administer two Continuous Assessment Tests (CATs) , the first at week six and second at week twelve as per *procedure JOOUST/AA/R/OP 13: Procedure for Examinations*

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