



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

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

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

**AUTHORISED BY : DEPUTY VICE-CHANCELLOR  
ACADEMIC STUDENT S AFFAIRS AND RESEARCH**

**SIGNATURE:** 

**ISSUED BY : EXAMINATION & TIMETABLE  
COORDINATOR**

**SIGNATURE:**

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**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 Strategies Plan
- vi. JOOUST Students rules and regulation

**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(ASAR):** Deputy, Vice-Chancellor Academic Students Affairs and Research
- 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(ASA):**

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Registrar Academic and Students Affairs

- 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, ASA.
- 6.1.9 The TC shall schedule the classes for the Institution- Based Part Time mode, any time

during  
the

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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 Timetabling Coordinator.
- 6.3 Appointments of Examination/Timetabling Coordinators**
  - 6.3.1 R,ASA 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.
- 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;

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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 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, ASA.
- 6.7.4 DVC, ASAR 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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