



MASENO UNIVERSITY

DOCUMENT TITLE	PROCEDURE FOR TIMETABLE MANAGEMENT		
DOC. NO:	MSU/ASA/ACA/OP/02	ISSUE NO:	3
DATE OF ISSUE:	10 TH MARCH,2023	REV. NO:	2
AUTHOR:	REGISTRAR ASA		
AUTHORIZED BY:	DVC ASA	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

	Date	Details of Change		Authorization
	(dd-mm-yy)	Page	Clause/sub clause	Title
1.	06/03/2023	1	Change of signature on Title page due to new office bearers.	DVC ASA
2.	06/03/2023	3	3.7. Addition of “Procedure for Control of Documented Information after the document number.	DVC ASA
3.	06/03/2023	4	6.1.4. Addition of ..‘website’ as a mode of communication.	DVC ASA
4.	06/03/2023	4	6.1.5. ‘One week’ changed to ‘two weeks’ to provide ample time for preparations	DVC ASA
5.	06/03/2023	4	6.2.4. Inclusion of ‘a meeting be convened by Registrar, ASA’	DVC ASA
6.				
7.				
8.				

0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on Maseno University website for authorized users.

1. PURPOSE

This Procedure defines the ways of management of both teaching and examination time tables.

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2. SCOPE

This procedure covers identification of semester courses and their timetabling both for teaching and examination.

3. REFERENCES

- 3.1 ISO 9001: 2015: Quality Management Systems Requirements
- 3.2 Quality Manual
- 3.3 Maseno University Statutes 2013 (Revised 2018)
- 3.4 List of courses for the semester
- 3.5 List of lecture halls and their capacity
- 3.6 Examination Rules and Regulations
- 3.7 MSU/VC/MR/OP/01-Procedure for Control of Documented Information

4. TERMS AND DEFINITIONS

- 4.1 **VC** – Vice Chancellor
- 4.2 **DVC, ASA** – Deputy Vice Chancellor, Academic & Student Affairs
- 4.3 **Registrar ASA** – Registrar, Academic & Student Affairs
- 4.4 **Statutes** – are regulations made by the council for control and Administration of the University effective operations.
- 4.5 **Senate** – Is the academic authority for the University and it has general control
- 4.6 **Semester** – is a period of sixteen (16) weeks or as determined by senate as per CUE Guidelines.
- 4.7 **University Examinations** – are examinations held at the end of each semester or as determined by senate in line with CUE guidelines.
- 4.8 **PO** – Planning Officer
- 4.9 **TO**-Timetabling Officer

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5.0 RESPONSIBILITIES

Registrar, ASA shall be responsible for the effective implementation of this procedure.

6.0 METHOD

6.1 Teaching Timetable

6.1.1 Registrar ASA shall send circulars to HODs to submit to to courses including student numbers for the semester four weeks before the start of the semester

6.1.2 TO shall compile a list of courses submitted and prepare a draft time table.

6.1.3 TO shall forward draft timetable to HODs for verification.

6.1.4 Registrar, ASA shall convene a meeting with Departmental Timetable Coordinators and the TO.

6.1.5 If the draft has no changes the final copy shall be produced and sent to the University website, student notice boards and Departments.

6.1.6 If there are corrections from HODs, the TO shall make adjustments and send the corrected copies to student notice boards and Departments two weeks before commencement of semester.

6.2 Examinations Timetable

6.2.1 Registrar ASA shall send circulars to HODs to submit to TO courses including student numbers for the semester, four weeks before the start of the examinations

6.2.2 TO shall prepare a draft examinations time table based on the submitted list of courses.

6.2.3 TO shall forward draft examinations timetable to HODs for verifications.

6.2.4 Registrar, ASA shall convene a meeting with Departmental Timetable Coordinators and the TO in accordance with regulations.

6.2.5 If the draft has no changes the final copy shall be produced and sent out to student notice boards and Departments two weeks before start of examinations.

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6.2.7 If there are corrections from HODs, the TO shall make adjustments and send the corrected copies to student notice boards and Departments two weeks before commencement of semester.

