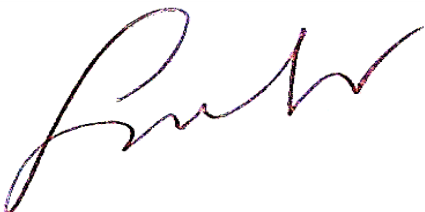





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR TEACHING		
DOC. NO:	MSU/ASA /ACA/OP/03	ISSUE NO:	2
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	1
AUTHOR:	DEANS COMMITTEE		
AUTHORIZED BY:	DEPUTY VICE- CHANCELLOR, ACADEMIC & STUDENT AFFAIRS	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-5	Rearrangement of clauses as a result of omission of title that was previously clause 1.0	DVC ASA
5.	08/06/2018	2	1.0 omission of title.	DVC ASA
6.	08/06/2018	3	3.1 and 3.5 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01 respectively.	DVC ASA
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1.0	DVC ASA
8.	08/06/2018		Omitted 5.1, 5.2, 5.3, 5.4, 6.2, 7.1.1	DVC ASA
9.	08/06/2018	All	Change of font type and size	DVC ASA

0.2 DOCUMENT DISTRIBUTION

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

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1.0 PURPOSE:

This procedure ensures efficient and effective teaching of students within the University.

2.0 SCOPE:

This procedure covers the management of all matters concerned with teaching of students.

3.0 REFERENCES:

- 3.1. ISO 9001:2015 Quality Management System Requirements
- 3.2. Maseno University Quality Manual
- 3.3. Maseno University Statutes
- 3.4. Maseno University Examination Rules and Regulations
- 3.5 MSU/VC/MR/OP/01

4.0 TERMS AND DEFINITIONS

- 4.1 **Registrar Academic & Student Affairs** – Chief Administrative Officer in the Academic department.
- 4.2 **Academic Division** - Division charged with handling Academic Affairs in the University.
- 4.3 **Lecturer** – One in charge of teaching and examining students on a given course.

5.0 RESPONSIBILITIES:

The Deans of Schools and Registrar, ASA shall be responsible for the effective implementation of this procedure.

6.0 Method

6.1 Teaching procedures

- 6.1.1 Academic Division shall ensure that lecture time tables are prepared and posted on the student's notice boards and University Website before learning begins.

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6.1.2 Students shall ensure they attend all classes they registered for.

6.1.3 Lecturers shall prepare course outlines and share with the students at the beginning of every semester.

6.1.4 Lecturers shall prepare lecture notes and teach students the courses according to University Rules and Regulations

6.1.5 Lecturers shall ensure that only students who attended the required minimum number of lessons are allowed to sit for examinations.

6.1.6 Lecturers shall ensure lessons begin on time as scheduled.

6.1.7 Lecturers shall ensure that Practical lessons in the laboratories or field are carried out in the respective locations.

6.1.8 Laboratory technicians shall ensure that laboratories are prepared and ready for lessons at all times and all the safety measures put in place.

6.1.9 Concerned Lecturers shall ensure Fieldwork lessons are arranged and attended as planned.

6.1.10 Concerned Heads of department shall ensure that students who are required to go for Industrial attachment or Teaching practice are posted and supervised accordingly.

6.1.11 Directorate of Quality Assurance and Performance Management shall facilitate course evaluations by students at the end of each semester.