KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR ACADEMIC (CURRICULUM) (KUC/QMS/R/028)

AUTHORIZATION: Procedures for Academic Curriculum are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	
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SIGNATURE:	
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RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DAA &DDAA

DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records

SECTION A: ACADEMIC (TEACHING) QUALITY OBJECTIVES

NO.	OBJECTIVE	ACTIVITIES	RESOURCES.	RESPONSIBILITY	TIME FRAME	KEY PERFORMANCE INDICATORS
1.	Attain 85% of contact hours on syllabus for each subject	Preparation of timetables Lectures Signing of class registers and class attendance lists	• LCD Projector • Competent Lecturers • Training materials • internet connectivity	Academic HODs	Continuous	Number of contact hours
2	Attain an average of 80% student evaluation every Semester	Lecturer Evaluation by students	• Evaluation forms • Competent staff	Academic HODs	Continuous	Lecturers Evaluation report

SECTION B: PROCEDURES

1.0   PROCEDURE FOR CURRICULUM DEVELOPMENT AND REVIEW

2.0   PURPOSE

The purpose of the procedure is to guide curriculum development and review to continuously meet Hotel and Tourism Industry expectations.

3.0   SCOPE

This procedure shall be applied to cover the development and review of new curricula in all academic departments:

4.0   TERMS AND DEFINITIONS

- **- AB**   :   Academic Board
- **- ABM**   :   Academic Board Meeting
- **- DDAA**   :   Deputy Director Academic Affairs
- **- HOD**   :   Head of Department
- **- CRC**   :   Curriculum Review Committee
- **- DAA**   :   Director Academic Affairs

5.0   REFERENCES

- ▪   ISO 9001:2015 Standard

6.0   RESPONSIBILITIES

Director Academic Affairs

7.0   INPUTS

- New Curriculum Proposal Form
- Competent personnel
- Resources (Financial & Library)

8.0   METHOD

8.1 DEVELOPMENT OF NEW CURRICULUM

8.1.1 To establish a new curricular, **HOD** shall propose a new course by filling in new course proposal form and forward to the Academic Board for recommendation.

8.1.2 The curriculum shall be forwarded to the management for recommendation for final approval by the council.

8.1.3 Course shall be implemented.

8.2 TAILOR MADE COURSES

8.2.1 To establish a new tailor made course,   the directorate of DSPE shall forward request to Director, Academic Affairs.

8.2.2 DAA shall request the courses from the relevant department.

8.2.2 The shall be implemented by Director, Academic Affairs.

8.3 REVIEW OF THE CURRICULUM

8.3.1 All curricula shall be reviewed at least every 3 years.

8.3.2 The **DAA** shall form a **CRC** at least 6 months before review is due.

8.3.3 CRC shall collect views from Internal and external stakeholders and forward to a symposium for approval of changes and records maintained.

8.3.4 The Chairman, CRC shall present all views and proposed changes to the Academic Board for approval.

8.3.5 If approved, CRC shall make the necessary changes. If not approved, the CRC shall review the curriculum as per the Academic Board recommendations.

8.3.6   The Academic board shall endorse the proposed curricula.

8.3.7   DAA shall present the Curriculum to Management, upon approval it shall be presented to the Council.

8.3.8   Upon approval by council, the Academic Board shall request subject specialists to review the course outlines as per new curriculum.

8.3.9   The respective Heads of Departments shall keep a copy of the newly developed course outlines for implementation.

8.3.10   All records of changes done during the review process shall be maintained by the Director, Academic Affairs.

9.0   OUTPUTS

9.1 New Courses

10.0   RECORDS

10.1 Curriculum proposal form

10.2 Symposium Results

10.4 New Course Outlines

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PROCEDURE FOR CURRICULUM DELIVERY

1.0   PROCEDURE FOR CURRICULUM DELIVERY

2.0   PURPOSE

The purpose of this Curriculum Delivery Procedure is to provide guidelines on the delivery of the curriculum.

3.0   SCOPE

This procedure shall be applied to cover the curriculum delivery, internships, class management and educational field trips in all Academic departments: -

4.0   REFERENCES

- ISO 9001:2015 Standard
- KUC Course Curriculum
- Course Structures
- Course Outlines

5.0   TERMS AND DEFINITIONS

- **AB:**   Academic Board
- **DAA:**   Director, Academic Affairs
- **DDAA:**   Deputy Director, Academic Affairs
- **HOD:**   Head of Department
- **MDPs**:   Management Development Programs
- **DDAP&IL**:   Deputy Director, Alumni, Placement and Industry Liaison

6.0   RESPONSIBILITY

- HOD – Ensure timetables are available at beginning of Semester
- Lecturers – responsible for delivery of curriculums and students'

trips execution.

- Class Tutors – Responsible for assigned class management

7.0   INPUTS

LCD Projector
Competent
Lecturers
Training
materials
Internet
Connectivity

8.0   METHOD

8.1   CURRICULUM CONTENT DELIVERY

8.1.1 There shall be a Time Table Committee convened by **Director, Academic Affairs** two weeks before end subject allocation will be done.

8.1.2 The Time Table Committee shall prepare classroom utilization.

8.1.3 The subject lecturer shall conduct lectures as per the timetable and sigh the class register for each lesson taught.

8.1.5 The students shall sign against a class attendance list.

8.1.7 The HOD shall submit the signed class register at the end of the semester to strategy and partnership department for analysis.

8.1.8 At least two Continuous Assessment Tests (CATs) shall be administered by the subject lecturer to students before week 8 of the semester while final exams for the modules will be administered in week 11 (see examination policy).

8.1.9 Students shall evaluate the subject lecturers during week Nine (9) for each Lecturer.

8.1.10 Each department shall moderate marks before submission to examinations department.

8.1.11 Subject lecturers shall submit final examination results to the Examinations office by the end of week two (2) of the subsequent semester.

8.1.12 At the end of the Year the HOD shall prepare an Annual Report (KUC/ACAD/R/055) for each course group and submit to Director Academic Affairs two weeks after the end of the third semester.

8.2 CLASS MANAGEMENT

8.2.1 The HOD shall allocate a lecturer to a specific course group to serve as a course tutor.

8.2.2 The subject lecturers shall bring to the attention of class tutors any disciplinary or absenteeism case by indicating on class registers.

8.2.3 Disciplinary cases shall be passed to the Head of Department for action.

8.3 EDUCATIONAL FIELD TRIPS

8.3.1 The Head of the Tourism Department shall prepare an annual trips schedule at the beginning of the financial year.

8.3.2 The lecturers in charge of specific trips shall prepare the budgets for for approval.

8.3.3 The lecturer shall apply for the necessary finances at least 8 working days before trip date.

8.3.4 The team leader shall prepare a Trip Report within 2 working days (48 hours) and submit to the HOD.

8.3.5 The HOD shall report to the AB.

9.0 OUTPUTS

9.1   Educational Trip undertaken and Objectives met

10.0 RECORDS

10.1   Course Outlines
10.2   Class Registers
10.3   Signed attendance Sheets
10.4
10.5   Educational Trips Reports
10.6   Students Evaluation Form
10.8   HOD Terminal/ Annual Statement