



**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**

*[Handwritten Signature]*

**KUC QMS  
MANAGEMENT  
REP  
TATIVE**

**DATE**

*24/08/2024*

**PROCESS OWNER: DIRECTOR, ACADEMIC AFFAIRS**

**SIGNATURE:**

*[Handwritten Signature]*

**DIRECTOR OF STUDIES  
KENYA UTALII COLLEGE  
NAIROBI**

**DATE:**

*23/08/2024*



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**RECORD OF CHANGES**

<b>NO.</b>	<b>DATE</b>	<b>CLAUSE</b>	<b>REASON FOR REVIEW</b>	<b>PAGE</b>	<b>PROCESS OWNER</b>
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



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**PROCEDURES FOR ACADEMIC (CURRICULUM) (KUC/QMS/R/028)**

**DOCUMENT DETAILS**

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



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**SECTION A: ACADEMIC (TEACHING) QUALITY OBJECTIVES**

<b>NO.</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>	<b>RESOURCES.</b>	<b>RESPONSIBILITY</b>	<b>TIME FRAME</b>	<b>KEY PERFORMANCE INDICATORS</b>
1.	Attain 85% of contact hours on syllabus for each subject	Preparation of timetables Lectures Signing of class registers and class attendance lists	<ul style="list-style-type: none"><li>• LCD Projector</li><li>• Competent Lecturers</li><li>• Training materials</li><li>• internet connectivity</li></ul>	Academic HODs	Continuous	Number of contact hours
2	Attain an average of 95% student evaluation every Semester	Lecturer Evaluation by students	<ul style="list-style-type: none"><li>• Evaluation forms</li><li>• Competent staff</li></ul>	Academic HODs	Continuous	Lecturers Evaluation report



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**PROCEDURES FOR ACADEMIC (CURRICULUM) (KUC/QMS/R/028)**

## **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)



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**8.0 METHOD**

**8.1 DEVELOPMENT OF FULL TIME COURSES.**

**8.1.1** A market Need analysis shall be carried every three years.

8.1.2 To establish a new curricular, **DAA** shall form a committee to propose new courses.

8.1.3 Course/s synopsis shall be prepared and presented to management for approval to develop the courses.

8.1.4 Course/s shall be developed.

8.1.5 Course shall be presented to ABM

8.1.6 Course shall be presented to management for recommendation of Implementation

8.1.7 Course shall be presented to Council for approval and adoption.

**8.2 DEVELOPMENT OF SHORT COURSES**

8.2.1 The HOD shall develop and propose a short Course by filling a curriculum development proposal form.

8.2.2 The proposed course shall be presented to ABM for approval

8.2.3 The Course shall be approved for implementation by the  
Principal /CEO

8.2.4 DSPE shall implement the course.



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

### **8.3 DEVELOPMENT OF TAILOR MADE COURSES**

**8.3.1** The DSPE shall forward a request to DAA to develop a tailor made course.

**8.3.2** DAA shall request the courses from the relevant department as per customers' requirements.

**8.3.3** The course shall be approved by Director Academic Affairs.

**8.3.4** The course shall be implemented.

### **8.4 REVIEW OF THE CURRICULUM**

**8.4.1** All curricula shall be reviewed at least every 3 years.

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

**8.4.3** CRC shall collect views from Internal and external stakeholders.

**8.4.4** CRC shall present all views and proposed changes to the Academic Board for approval.

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

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

## **9.0 OUTPUTS**

**9.1** New Courses

**9.2 Reviewed Course**



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

**10.0 RECORDS**

**10.1** Curriculum proposal form

**10.2 Curriculum** review record of changes.

**10.4** New Course Outlines





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

## **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’



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

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 DELIVERY**

**8.1.1** There shall be a Time Table Committee convened by **Director, Academic Affairs** two weeks before end of semester.

8.1.2 subject allocation and classroom utilization shall be done.

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

**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



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

Nine (9).

**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** HOD shall prepare an Annual Report (KUC/ACAD/R/055) for each course group and submit to Director Academic Affairs.

**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 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 and submit to the HOD Tourism.

**8.3.5** The HOD Tourism shall prepare a report to the ABM.



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**PROCEDURES FOR ACADEMIC (CURRICULUM) (KUC/QMS/R/028)**

## **9.0 OUTPUTS**

### **9.1 Curriculum delivery** **Students education trips**

## **10.0 RECORDS**

- 10.1** Timetables
- 10.2 Class Utilization
- 10.3 Course Outlines
- 10.2** Class Registers
- 10.3** Class attendance list
- 10.4** Educational Trips Reports
- 10.6** Lecturer Evaluation report
- 10.8** HOD Annual report