




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR THE ADMINISTRATION OF EVENING PROGRAMME (CUEA/DVC ACD/EVP/01)</b>	<b>DIRECTOR OF EVENING PROGRAMME</b>
	NO. OF APPENDICES:
	2(TWO)
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ACADEMIC</b>
SIGNATURE	
DATE	<b>23 March 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>
<b>NOTE:</b> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document will be in the DVC Academic, HoDs and the Examination Officer's office</li> </ol>	

## 0. CONTENTS AND RECORD OF CHANGES

### 0.1 Table of Contents

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVC ACD/EVP/01</b>
<b>Title</b>	<b>PROCEDURE FOR THE ADMINISTRATION OF EVENING PROGRAMME</b>	Page 2 of 5

<b>0.</b>	<b>CONTENTS AND RECORD OF CHANGES.....</b>	<b>2</b>
<b>1.</b>	<b>PURPOSE .....</b>	<b>2</b>
<b>2.</b>	<b>SCOPE .....</b>	<b>2</b>
<b>3.</b>	<b>TERMS AND DEFINITIONS.....</b>	<b>2</b>
<b>4.</b>	<b>REFERENCES .....</b>	<b>3</b>
<b>5.</b>	<b>PRINCIPAL RESPONSIBILITIES .....</b>	<b>3</b>
<b>6.</b>	<b>METHOD.....</b>	<b>3</b>
<b>7.</b>	<b>APPENDICES .....</b>	<b>5</b>

## 0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	19 May 2011	3	6.1.3 ( inclusion of DVC Administration	Director, Evening Programme

## 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

### 1.0 PURPOSE

The purpose of this procedure is to ensure efficient and effective administration of the part-time programme at CUEA.


### 2.0 SCOPE

2.1 This procedure shall cover all activities that pertain to the administration of part-time programmes

### 3.0 REFERENCES

- 3.1 Student handbook
- 3.2 Part-time/Evening Programme Calendars
- 3.3 Quality Management Manual

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVC ACD/EVP/01</b>
<b>Title</b>	<b>PROCEDURE FOR THE ADMINISTRATION OF EVENING PROGRAMME</b>	<b>Page 3 of 5</b>

### 3.4 Programme of studies

#### **4.0 TERMS AND DEFINITIONS**

4.1 LCD – Lead Crystal Display

4.2 DVC – Deputy Vice Chancellor

4.3 HOD – Head of Department

4.4 ICT - Information and Communication Technology

4.5 MBA - Master of Business Administration

4.6 Customers/ Clients - This refers to the Evening Programme students and lecturers

4.7 Evening Programme - This is a mode of study conducted in the evening between 5.30pm to 8.30 pm

4.8 Multimedia – This refer to the laptops and LCD equipment

#### **5.0 PRINCIPAL RESPONSIBILITIES**

**5.1** The Director Evening Programme shall have overall responsibility to ensure that this procedure is adhered to.

#### **6.0 METHOD**

##### **6.1 Preparation of Teaching and Examination timetables**

6.1.1 The Evening Programme office Administrative Assistant shall receive a list of courses on offer from the respective Directors of centres, Heads of Department and Programme Coordinators.

6.1.2 The Evening Programme office Administrative Assistant shall prepare template electronic timetables for units on offer per trimester, for all the evening programmes, five weeks before the commencement of the end of the trimester or academic year.

6.1.3 The tentative timetables shall be forwarded via emails to the DVC Academic, DVC Administration, Registrar, Deans of faculty, Directors of centres, Heads of Department and Programme Coordinators.


6.1.4 Directors of centres, Heads of Department and Programme Coordinators shall allocate course units on offer and the faculty within one week.

6.1.5 Upon receipt of the filled-in timetables from the respective section heads a comprehensive tentative timetable shall be prepared.

6.1.6 Three weeks before the end of the trimester the comprehensive tentative timetable will then be forwarded to the Director Evening Programme for scrutiny and approval for circulation.

6.1.7 Upon approval, the comprehensive timetables shall then be released and copied to the DVC Academic, DVC Administration, Deans, Director of centres Registrar, HOD's of the programme being offered in the evening programme,

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVC ACD/EVP/01</b>
<b>Title</b>	<b>PROCEDURE FOR THE ADMINISTRATION OF EVENING PROGRAMME</b>	<b>Page 4 of 5</b>

- coordinators and lecturers via email and hard copies posted on the notice boards. Any changes to be made on the timetables shall be communicated to the evening programme office not later than Friday of the third week to end of the trimester or academic year.
- 6.1.8 Two weeks before the end of the trimester or academic year, all reported cases for adjustment on the timetable shall be adjusted/rectified and the final timetable shall be released and copied and posted as in 6.1.7 above.
  - 6.1.9 Soft copies of the teaching timetables shall be sent to the ICT Office for posting on the university's website to enable access by the evening students.
  - 6.1.10 The evening programme office shall also mail to the students subscribed to the evening mailing address.

## **6.2. Monitoring Evening Lecturers Attendance**

- 6.2.1 The administrative assistant shall oversee the signing-in by lecturers from Monday through Friday. The same shall also apply to weekend classes that may arise from the Evening Programme.
- 6.2.2 Designated Administrative Assistant shall conduct random checks to ensure adherence to lecture hours.
- 6.2.3 The Daily attendance of lecturers shall be compiled and reports submitted to the Director Evening programme the following day for review and action.


## **6.3. Use of Multimedia Equipment from the Evening Programme Office**

- 6.3.1 The lecturers/Students intending to use laptops and LCD projectors shall book the equipment in advance to facilitate allocation by the administrative assistant.
- 6.3.2 The Administrative Assistant shall confirm the availability of equipment. The booking shall be entered in the Laptop and LCD booking register (see appendix B).
- 6.3.3 On the intended day of use, the Administrative Assistant shall set up the equipment in the room of use prior to the beginning of class/lesson.
- 6.3.4 At the end of the class/lesson the equipment shall be returned to the Evening Programme office for storage.
- 6.3.5 The administrative assistant shall confirm that the equipment is in working condition and that all the accessories have been returned.
- 6.3.6 The administrative Assistant shall sign in the equipment to confirm its return.

## **7.0 Appendices**

### **7.1 Appendix A: Tentative Timetable template**

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVC ACD/EVP/01</b>
<b>Title</b>	<b>PROCEDURE FOR THE ADMINISTRATION OF EVENING PROGRAMME</b>	<b>Page 5 of 5</b>

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------