

# Mizan-Tepi University



## Duties and responsibilities of course/exam committee



Sept.2013

## 1. Rationale

Departments should establish course and examination committee to follow up the effectiveness of the teaching - learning process and scrutinize assessment tasks set to ensure assessments are of an appropriate standard, and are consistent with the programme aims , goals, content, learning outcomes .

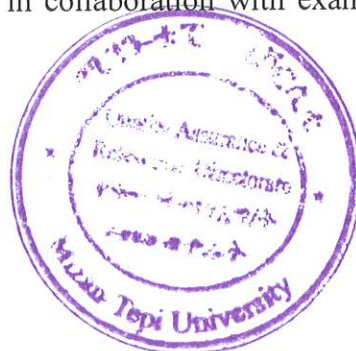
In the context of Mizan –Tepi University , across all colleges/schools, the duties and responsibilities of course and exam committee are not being undertaking in harmonized manner. Unless there is exceptional case in the college/school or may be in a specific department, the duties and responsibilities of course and exam committees are put hereunder in support of the existing university senate legislation and different national policies.

**2. Members of the committee:** The course/exam committee is composed of 3-5 academic staff members depending on the nature of the department /number of students in the department/ out of which one chairperson and one secretary will be assigned.

**3. Accountability :** each committee is accountable to the department head

## 4. Duties and responsibilities of course committee

- Checks curricula are aligned with national standards
- Assigns instructors/technical assistances for class,tutorials,labs.,field works,etc based on their specialization and experience.
- Checks the availability of adequate and sufficient classroom , laboratory and library facilities.
- Checks the availability of adequate and sufficient teaching materials (teaching inputs) before the commencement of courses.,etc.
- Checks the preparation of course outline,different relevant slips
- Allocate classrooms for all courses in the department in consultation with the department head.
- Follows up proper course coverage in collaboration with exam team when assessments are undertaken.

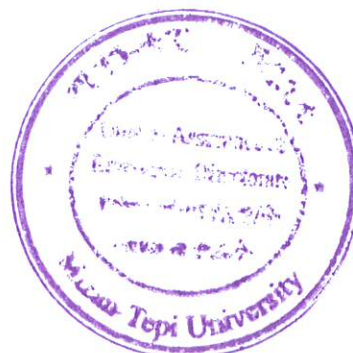




- Oversees instructors consistently uses discipline specific teaching approaches and strategies that develop students conceptual understanding and also uses strategies for individual learning strengths and needs.
- Follows up the proper implementation of First Day First Class.
- Follows up the proper implementation of class/tutorial/laboratories, etc schedules of both instructors/technical assistances and students using attendances and communicates to the concerned bodies timely.
- Checks the availability of text and reference books in the library up to the standard
- Oversees instructional materials are available and utilized to enhance the lesson.
- Ensure the dynamic revision of the course/module/ based on assessed and identified needs of the customers
- Ensure the course/module is always enriched based on the research outcome by the team;
- Maintain the balance between theory and practice.
- Conducting regular meeting once a week preferably on Friday to evaluate the overall success and gaps on the going course delivery process of the department and the minute of the meeting should be submitted to the HoD for further communication with concerned bodies on the gaps and scale up the good practices of instructors and students among staff and students of the department.
- Implementing other duties that are assigned by the HoD

## **5. Duties and responsibilities of exam team:**

- Makes instructors to prepare assessment plan and announces for the students
- Follows –up the proper implementation of the plan
- Follows –up the proper and timely feedback giving system and documents evidences



- Ensures that assessment tools are varied and measures process-based skills, attitudes as well as knowledge;
- Ensures that there is a transparent, fair, ethical and responsible mechanism for marking
- Checks the validity and appropriateness of test items;
- Institutionalizes exam-bank in the department.
- Ensures that the assessment enables effective and appropriate measurement of students' achievements;
- Arranges logistic for examination
- Assigning invigilators in consultation with other departments
- Makes sure that every instructor sticks to the schedule except with the permission of the department head in consultation with the EC.
- Follows-up the proper implementation of continuous assessment and files any document of the process.
- Reports any apparent misuses of assessment information to the respective department head.
- Fixing and announcing the time for returning the scored answer sheets
- Conducting regular meeting once a week preferably on Friday to evaluate the overall success and failure of the department in relation to assessment, and the minute of the meeting should be submitted to the HoD and should be kept in safe area.
- Implementing other duties that are assigned by the HoD

**6. Anex :** different possible formats are attached herewith that can be contextualised in each department.





## MIZAN- TEPI UNIVERSITY

### COURSE CLASS ATTENDANCE SHEET

College/School----- Department -----Course Title -----  
 Course Code ----- Credit Hour -----Year -----  
 Semester ----- Group/Section-----Name of the Instructor-----

Month	Day	Date	Time -----to-----	ID No of absent students	No of students attended the course class			No of absentees			Total No of students in the group/section			Signature of the instructor	Remark
					M	F	Total	M	F	Total	M	F	Total		

❖ **Note:** class representative should collect this form from the course team chairperson for at least a month and give for instructors at the end of each class for signature. Finally, at the end of each week all the formats will be returned back to the course team chairperson. If the instructors' signature does not appear, it is considered that the class was missed. ID No of Absent Students should be registered by the instructor. It will be prepared with two copies : one for chairperson of the course team and one for the instructor.

Name of the class representative -----signature -----date -----







# MIZAN- TEPI UNIVERSITY

## LABORATORY SESSION ATTENDANCE SHEET

College/School----- Department -----Course Title -----  
 Course Code ----- Credit Hour -----Year -----  
 Semester ----- Group/Section -----Name of the Instructor-----  
 Name of the technical assistance-----

Month	Day	Date	Time -----to-----	ID No of absent students	No of students attended the Lab session			No of absentees			Total No of students in the group/section			Signature of the instructor	Remark
					M	F	Total	M	F	Total	M	F	Total		

❖ **Note:** class representative should collect this form from the course team chairperson for at least a month and give for instructors at the end of each class for signature. Finally, at the end of each week all the formats will be returned back to the course team chairperson. If the instructors' signature does not appear, it is considered that the class was missed. ID No of Absent Students should be registered by the instructor. It will be prepared with two copies : one for chairperson of the course team and one for the instructor.

Name of the class representative -----signature -----date -----





# TUTORIAL CLASS ATTENDANCE SHEET

College/School-----  
Course Code-----  
Semester-----

Department-----Course Title-----  
Credit Hour-----Year-----  
Group/Section-----Name of the Instructor-----

[illegible]

❖ **Note:** class representative should collect this form from the course team chairperson for at least a month and give for instructors at the end of each class for signature. Finally, at the end of each week all the formats will be returned back to the course team chairperson. If the instructors' signature does not appear, it is considered that the class was missed. ID No of Absent Students should be registered by the instructor. It will be prepared with two copies : one for chairperson of the course team and one for the instructor.

Name of the class representative -----signature -----date





# MIZAN TEPI UNIVERSITY

## MONTHLY SUMMARY SHEET FOR COURSES, TUTORIAL CLASS AND LABORATORY SESSION ATTENDED

College/School-----

Department-----

Course-----

Year-----

Semester-----

Group /Section-----

Month	Week	For course class attended		For tutorial class		For laboratory session		Remark
		Total time covered per week in hours	Total missed hour per week	Total time covered per week in hours	Total missed hour per week	Total time covered per week in hours	Total missed hour per week	
	1 <sup>st</sup> week							
	2 <sup>nd</sup> week							
	3 <sup>rd</sup> week							
	4 <sup>th</sup> week							
TOTAL								

**Note:** This form should be filled by course team chairperson every month. It will be prepared with three copies one for the course team leader, department and college/school.