KULLIYYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES

OFFICE OF DEPUTY DEAN ACADEMIC AFFAIRS

POLICY ON FORMULATION OF VENUE ALLOCATION FOR THE PURPOSE OF CLASS SCHEDULING

Part A: Identifying of hours of class meeting for a week

1. Based on the Kulliyyah course outlines, courses with 3 credit hours would have 3 contact hours. The University standard practice by all Kulliyyahs in formulating class schedule for a 3 credit hour with 3 contact hour of course is by having two meetings per week, each meeting with 1 ½ hours of class.

Class meeting formula:

1st Step: Identify the course contact hour
2nd Step: Develop class meeting per week
3rd Step: Calculate number of meeting per week

$$\frac{3 \text{ contact hours}}{2 \text{ meetings per week}} = 1.5 \text{ hours class meeting}$$

Contact hour refers to the actual instructional interactions between the academic staff and the student measured in terms of hours.

Credit hour refers to quantitative measurement that represents the learning volume of the academic load to achieve the respective learning outcomes. The academic load of a course is measured in units per semester.

Source: SAPER, page 2

Part B: Maximization of slot per venue

2. The SOP on Course Scheduling outlines guidelines in formulating class schedule:

   i. Standard formulated slot for a 3 credit hour of class scheduling is as follows:

Slot	Day	Time
Slot 1	Monday	8.30 am – 9.50 am
Slot 2	Monday	10 am – 11.20 am
Slot 3	Monday	11.30 am – 12.50 pm
Slot 4	Monday	2 pm – 3.20 pm
Slot 5	Monday	3.30 pm – 4.50 pm
Slot 6	Monday	5 pm – 6.20 pm
Slot 7	Tuesday	8.30 am – 9.50 am
Slot 8	Tuesday	10 am – 11.20 am
Slot 9	Tuesday	11.30 am – 12.50 pm
Slot 10	Tuesday	2 pm – 3.20 pm
Slot 11	Tuesday	3.30 pm – 4.50 pm
Slot 12	Tuesday	5 pm – 6.20 pm
Slot 13	Wednesday	8.30 am – 9.50 am
Slot 14	Wednesday	10 am – 11.20 am
Slot 15	Wednesday	11.30 am – 12.50 pm
Slot 16	Wednesday	2 pm – 3.20 pm
Slot 17	Wednesday	3.30 pm – 4.50 pm
Slot 18	Wednesday	5 pm – 6.20 pm
Slot 19	Thursday	8.30 am – 9.50 am
Slot 20	Thursday	10 am – 11.20 am
Slot 21	Thursday	11.30 am – 12.50 pm
Slot 22	Thursday	2 pm – 3.20 pm
Slot 23	Thursday	3.30 pm – 4.50 pm
Slot 24	Thursday	5 pm – 6.20 pm

   ii. Courses shall be distributed among the slots to maximize utilization of classrooms.

   iii. There are several type of courses, core, major, specialization, elective, minor, etc. Courses with the same type and level shall not be scheduled at the same time.

   iv. To avoid scheduling of courses where classes run continuously for more than 3 contact hours (except for studios)

   v. There shall be no classes scheduled on Friday, except for a 2 contact hour of course (if need be). This is because Friday has been reserved as a day used for Kulliyyah meetings, research and consultation activities.

3. Based on the standard formula, one venue can accommodate for a maximum of 24 slots, beginning from Monday 8.30 am until Thursday 6.20 pm

4. Given both Part A and Part B parameters, the formula for Kulliyyah to maximize its venue utilization is as follows:

> Maximization of venue formula:
>
> 1st Step: Identify number of slot per venue
> 2nd Step: Identify number of class meeting per week
> 3rd Step: Calculate maximum slot per venue
>
> $$\frac{24 \text{ slots}}{2 \text{ meetings per week}} = 12 \text{ slots (12 sections)}$$

5. Scheduling of classes for all 3 contact hours of courses for all Departments are as follow:
   - 6 sections for Monday – Wednesday, from 8.30 am until 6.20 pm
   - 6 sections for Tuesday - Thursday, from 8.30 am until 6.20 pm

6. Scheduling of classes for 2 contact hours of courses shall be made on every Friday.

Part C: Course Offering Timeliness

7. By SOP, DDAA Office is to request for course offering for the following semester on week three (3). Departments are given 3 weeks (the most) to reply with complete course offering worksheet. A complete course offering worksheet shall consists of the followings:
   i. Course Code
   ii. Course Title
   iii. Number of section (s)
   iv. Name of lecturer assigned
   v. Time and Day
   vi. Class Limit
   vii. Venue

8. DDAA to do data entry of the class schedule based upon the instruction of the departments in week 6

9. DDAA to send the class schedule information to Departments for verification in week 7

10. DDAA to do amendment on the course offering based on the feedback from Department in week 9

11. DDAA to liaise with AMAD on Pre-registration period, its notice, and study plan updating

12. The pre-registration exercises will be on week 12, depending on Academic Calendar by AMAD

13. Should there be a need for change of timetable (change of venue, time and day, or both) a formal request for the change must be made by the course instructor **through HOD's Office** to DDAA **no later than week 2** of the new semester. Any request that is made beyond week 2 will not be accepted.

Part D: Determination on Venue per Department

14. DDAA noticed that there are preferred slots among the 24 slots. The preferred slots are classes conducted from 10 am – 11.20 am, 11.30 – 12.50 pm and 2 pm – 3.20 pm

15. Due to pressure on last minute submission of course offering, submission made after deadline and urgent request from Departments for limited number of venues, we hardly able to satisfy all requests that are made during the preferred slots for all Departments

16. In order to be fair to all departments, DDAA has to study on allocation of venue per department on semester basis. The study is made based on statistics on number of courses that we offered according to department and reports on history of venue allocation based on previous semester.

Part E: Departmental Course Offering Worksheet

17. Based on the calculation on number of venue per department, DDAA will distribute Departmental Course Offering Worksheet

18. This worksheet is to be completed by a Departmental Course Offering Coordinator in week 4

19. The Coordinator shall present the complete worksheet in his/her Departmental Meeting for approval before submission to DDAA Office

20. All submissions must reach DDAA Office within deadline outlined in the Academic Calendar of the semester

21. Should there be a case in which a Department requests a course to be scheduled beyond the allocated venues; the request needs to be forwarded to DDAA Office in a blank sheet i.e. without naming the venue. DDAA Office reserves the rights to assign venue to the course for which it might not be of your preferred slots.

22. Sample of the worksheet is appended to this procedure.

> Venue Assignment Formula:
>
> 1st Step: Identify number of courses offered in a semester per department
> 2nd Step: Identify maximum slot per venue
> 3rd Step: Calculate number of required venue per department
>
> Eg: Department of Arabic Language and Literature
>
> $\dfrac{67 \text{ courses}}{12 \text{ slots}}$ = 6 venues

APPENDIX:

SAMPLE OF DEPARTMENTAL COURSE OFFERING WORKSHEET