



KENYA TTA UNIVERSITY
DEPARTMENT OF MECHANICAL ENGINEERING

SERVICE CHARTER

The department of Mechanical Engineering is committed to courtesy and excellence in service delivery

Services Rendered	Requirements	Charges	Timeline
Preparation of Teaching/Timetable	University main timetable	Free	Immediate
Allocation of Teaching load/duties	Teaching units	Free	1 Week
Sourcing of Part-time Lecturers	Teaching units	Free	After allocation of teaching load/units
Meeting for allocation of students (4 th Year) Project Proposals/Supervisor	Students concept papers	Free	As per University schedule
Transport requests to for external Workshops/Labs	Letter from Chairman	Free	1 Week
Setting examinations	Syllabus	Free	2 Weeks after start of semester
Invigilation of examinations	Examinations /Exam Timetable	Free	2 Weeks
Marking Examinations	Examination scripts	Free	2 Weeks after end of examinations
Departmental Examination Board and marking of proposal & projects Reports	Marks from Departmental Internal/External Examiners/University schedule	Free	1 Day
Proposal/project presentation seminar/oral examination marking	Presentation materials/projectors	Free	1 Day
Marking of student proposals and project reports	Proposal/ project repots	Free	2 Weeks
Examinations Results Queries	Missing marks form	Free	2 Days
Recommendation/Introduction Letters/Confirmation of Units Covered	Student ID/Request letter	Free	1 Day
Departmental Academic Seminars	Availability of presenters	Free	Twice a month

DEPARTMENTAL CONTACTS

Chairman, Mechanical Engineering Department,
Kenyatta University,
P.O. Box 43844 – 00100 Nairobi.
Tel: 8710901, Ext.3650.
Email: chairman-mechanical@ku.ac.ke