



UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR MANAGEMENT OF LABORATORY PRACTICALS**

College: **CORPORATE**

Doc. No: **UON/OP/40**

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Rev No: **06**

Issued By: **MANAGEMENT REPRESENTATIVE**

Authorized By: **VICE-CHANCELOR**

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0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
July 29, 2009		VC
October 14, 2009	0.1 - Document changes	VC
March 21, 2011	0.1 - Document change 0.2 - Added more copy holders in the distribution list 0.3 - Added Quality Manual 2.0 - Modified the scope to limit it to Laboratory practical's 7.1 - Modified the process flow diagram to be in line with the method	VC
June 30, 2013	Reviewed title 0.2 Altered distribution list 1. Revised purpose 2. Added objectives 5. Changed title to "definitions of terms and acronyms" and inserted table 7. Revised method 8. Re-drew process map to comply with revised method	VC
March 31, 2015	8 changed from appendices to records 4. references added I and j	VC

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0.2 DOCUMENT DISTRIBUTIONS

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10	TECHNOLOGIST IN-CHARGE OF LABORATORY

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1. PURPOSE

To understand theories, concepts and processes through problem solving activities.

2. OBJECTIVE

- a) To improve students understanding of the methods of scientific enquiry through experiments.
- b) To help students to develop a range of skills such as measurement, observation, reasoning, working in teams, note taking and presentation of experimental results
- c) To support learning during lectures

3. SCOPE

All the topics that require laboratory work as per the respective University of Nairobi Senate approved curriculum.

4. REFERENCES

- a) University Quality Manual
- b) Syllabi
- c) Course outline.
- d) Recommended textbooks and study materials.
- e) Student reference text books.
- f) Laboratory manuals.
- g) Teaching materials.
- h) Teaching aids.
- i) UON service charter
- j) CUE guidelines and standards 2014

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5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
Laboratory manual		Instruction booklet on laboratory procedure.
Handout		Document detailing a particular experimental procedure.
Scientific enquiry		A way to investigate things and propose explanations. Data is gathered, hypothesis suggested and observations recorded.
Laboratory		Shall refer to laboratories, studios and workshops

6. RESPONSIBILITY

6.1 The chairman of Department shall ensure that:

- a) Practical apparatus, equipment, chemicals, solvents, reagents and teaching materials are available at least two weeks before the scheduled date of the practical.
- b) Practical reports are marked, recorded and returned to the students within two weeks (during the semester of study).

6.2 The Lecture shall:

- a) Give lectures and instructions for the practicals as per the timetable
- b) Supervise students throughout the practical and ensure that desired results are obtained by all the students
- c) Ensure that the students hand in their practical reports for marking
- d) Mark, record the scores and return the reports to the students

6.3 Principal/Chief Technologist shall ensure that:

- a) All the laboratory apparatus and equipment are serviced regularly as per procedure **UON/OP/79** and are in good working condition at all times when in use.
- b) All the required apparatus, equipment, teaching materials, chemicals, solvents, reagents etc. are prepared and arranged at least one hour before the practical starts
- c) The lecturer and students are assisted throughout the practical sessions
- d) The laboratory and equipment are cleaned after every practical

7. METHOD

7.1. The Principal/Chief Technologist shall liaise with the Chairman to ensure that required apparatus, equipment, chemicals, solvents, reagents and teaching materials are procured at least two weeks before the practicals.

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- 7.2. The Principal/Chief Technologist shall ensure that practical instruction handouts/materials for the respective practical session are prepared at least three days before the practical session where applicable
- 7.3. The Principal/Chief Technologist shall ensure that the relevant equipment, apparatus, chemicals, solvents, reagents etc. needed for the particular practical are selected and kept ready for the practical session at least one hour before the session.
- 7.4. At the start of the practical session the Principal/Chief Technologist shall ensure that the Technologists in charge of the practical are in the laboratories to receive the students and assist the students, where applicable.
- 7.5. The Lecturer shall ensure that the students practical attendance is taken as per procedure UON/OP/11.
- 7.6. At the beginning of the practical the Lecturer shall give instructions for the practical and divide the students into manageable groups, (where necessary), to enable them have access to equipment and apparatus.
- 7.7. The Technologist(s) in charge of the practical shall assist the lecturer in supervision of students throughout the practical
- 7.8. The Technologist(s) and Lecturer will facilitate discussions of the results where applicable
- 7.9. The Technologist(s) in charge of the practical shall ensure that the laboratory and equipments are cleaned after every practical session where necessary
- 7.10. The Lecturer shall ensure that all students' experimental reports are handed in for marking where applicable.
- 7.11. The Chairman of the Department shall ensure that the lecturer marks and returns the reports to the students within two weeks

8. RECORDS

Relevant records shall be maintained

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9. APPENDIX

9.1. PROCESS MAP: PROCEDURE FOR MANAGEMENT OF LABORATORY PRACTICALS

