



**KENYATTA UNIVERSITY  
SCHOOL OF MEDICINE  
DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY**

**Service Delivery Charter 2021/2022**

**We are committed to offering quality education and training that is globally competitive and responsive to market needs in the field of Obstetrics and Gynaecology**

<b>Services rendered</b>	<b>Requirements</b>	<b>Charges</b>	<b>Timeline</b>
Units Registration	Students unit registration	Free	<b>1 week of semester dates</b>
Units Adjustments	Student unit adjustment forms	Free	Immediately
Preparation of lecture / timetable	University main timetable	Free	Immediately
Allocation of teaching load/duties	-	Free	Immediately
Source of part-time lecturers	-	Free	Immediately
Setting of Examinations	-	Free	2 weeks
Marking of Examinations	-	Free	2 weeks
Processing of Examinations	Marks from examiners	Free	1 week
Examination results queries	Missing marks forms	Free	1 week
Curriculum development & review	Curriculum Committee	Free	Immediately
Advertising of jobs	Applications letters & C.V's	Free	Immediately
Departmental budget preparation	University format	Free	Immediately
Maintenance & Care of equipment and Apparatus	-	Free	Immediately
Recommendation / introductory / letters / confirmation of units covered	<ul style="list-style-type: none"><li>• Students ID</li><li>• Request letter</li></ul>	Free	Immediately

In case of complaints or compliments regarding the service offered please contact:

**Chairman, Department of Obstetrics & Gynaecology**  
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