

**FIRST CITY UNIVERSITY COLLEGE
FLOW CHART**

ACADEMIC TIMETABLE

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Process	Description	Timeline	PIC	Record / Reference
<pre> graph TD Start([Start]) --> B[Conduct briefing] B --> R[Recommend teaching staff] R --> A[Assign timeslot] A --> RA[Review and adjust] RA --> S[Submit for approval] S --> Approve{Approve} Approve -- No --> RA Approve -- Yes --> P[Prepare, distribute and upload the approved timetable] P --> End([End]) </pre> The flowchart illustrates the process for creating an academic timetable. It begins with a 'Start' oval, followed by a sequence of rectangular process boxes: 'Conduct briefing', 'Recommend teaching staff', 'Assign timeslot', 'Review and adjust', 'Submit for approval', and 'Prepare, distribute and upload the approved timetable'. A decision diamond labeled 'Approve' follows 'Submit for approval'. If the answer is 'No', the process loops back to 'Review and adjust'. If 'Yes', it proceeds to the final process box. The process concludes with an 'End' oval.	1. DOF/HOC shall conduct a briefing session to their PCs on the courses to be offered for the following academic session.	Week 7 of the semester	DOF/HOC	Briefing / Meeting Records
	2. PCs shall recommend to the DOF/HOC suitable teaching staff for the courses to be offered for the following academic session.	By end of Week 8	PCs	Teaching Load Assignment (QF 8.3.4)
	3. PCs shall assign suitable timeslot for their respective courses.	Week 8 of the semester	PCs	Programme Timetable (QF 8.3.2)
	4. DOF/HOC shall review the teaching staff assignment and course timetable proposal by the PC and make appropriate adjustments to optimise teaching resources.	Week 9 of the semester	DOF/HOC	Faculty Master Timetable (QF 8.3.1), Teaching Load Assignment (QF 8.3.4)
	5. DOF/HOC shall provide the list of courses and teaching assignments for the following academic session to VC for approval.	Week 10 of the semester	DOF/HOC	Faculty Master Timetable (QF 8.3.1), Teaching Load Assignment (QF 8.3.4)
	6. PCs shall prepare the approved timetable for teaching staff and students for their respective programmes.	Week 11 of the semester	PCs	Programme Timetable (QF 8.3.2), Lecturer Timetable (QF 8.3.3)
	7. The timetables for the following academic session are to be distributed and uploaded to FCUC e-Learning Portal.	By Week 12 of the semester	PCs	Programme Timetable (QF 8.3.2), Lecturer Timetable (QF 8.3.3)