



# Communiqué

## CHALLENGES

### TIMETABLES:

#### Incorrect information captured on excel sheets:

- Old timetable information are submitted or own versions of data that are not according to the file send.
- Late submissions.
- Incorrect venue numbers on Excel format.
- Incomplete information on Excel Spreadsheet
- Excel information for timetables doesn't correspond with the student and lecturer timetables submitted.
- Files are submitted without information required by Academic Qualification Structure eg. Groups, practical, quotas etc.

#### Continuous changes:

- Lectures are changing timetables without consulting the timetables representatives.
- Different versions of the timetables are distributed to the students and staff.
- It is very time-consuming trying to sort out the timetables.
- Timetables information is incomplete e.g. SR2 and SR1 information is not captured on timetables and then it is expected of Facility Management to "fill the blank spaces" – it is the responsibility of the timetable coordinators to obtain this information and only request venues on SR4's.

#### Notice:

- The timetable and venue booking office of Logistical Services directorate will no longer attend to short notice bookings requested for tests, classes and other venues. All bookings must be requested 10 days prior to the function, class or test. Please refer to the communication from Human Resources, dated 17 February 2016, regarding overtime.