



JARAMOGI OGINGA ODINGA UNIVERSITY
SCIENCE AND TECHNOLOGY

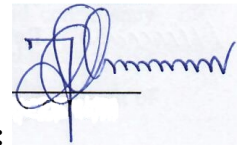
**DOCUMENT : PROCEDURE FOR INSTITUTE OF CULTURAL
HERITAGE AND MATERIAL SCIENCE (ICHMS)**

DOC. NO : JOOUST/AA/ICHMS/OP 34

**AUTHORIZED BY : DEPUTY VICE-CHANCELLOR
ACADEMIC AFFAIRS**

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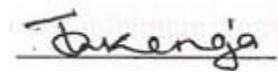
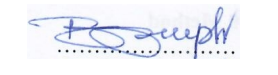
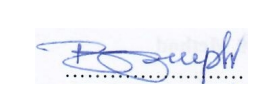
**ISSUED BY : COORDINATOR INSTITUTE
OF CULTURAL HERITAGE AND MATERIAL SCIENCE**

SIGN: 

0.1 DOCUMENT DISTRIBUTION

| S. NO | TYPE | OFFICE |
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| (i) | Original | QMR |
| (ii) | Copy | VC |
| (ii) | Copy | DVC, AA |
| (iii) | Copy | C, ICHMS |
| (iv) | Copy | Heads of departments |

0.2 DOCUMENT CHANGES

| DATE | CHANGES | AUTHORIZED BY |
|-------------------|--|---|
| 27/04/2012 | Added time limits to the procedure methods to make them efficient, effective and measurable. |  |
| 29/4/2013 | Procedure reviewed to reflect change in the status from BUC to JOOUST |  |
| 30/4/2015 | Procedure reviewed for adequacy |  |

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1.0 Purpose: To coordinate institutional and collaborative research and training in the area of cultural heritage and material sciences.

2.0 Scope: Covers all areas of research in cultural heritage and material sciences and subject to Statute XXVI of JOOUST

- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 Statutory and Regulatory Requirements

4.0 Terms and Definitions

- 4.1 BUC** Bondo University College
- 4.2 JOOUST** Jaramogi Oginga Odinga University of Science and Technology
- 4.2 QMR:** Quality Management Representative
- 4.3 VC** Vice-Chancellor
- 4.3 DVC, AA** Deputy Vice-Chancellor, Academic Affairs
- 4.4 ICHMS** Institute of Cultural Heritage and Material Sciences
- 4.5 C, ICHMS** Coordinator, Institute of Cultural Heritage & Material Sciences

5.0 Responsibility

The Coordinator of ICHMS shall be responsible for the implementation of this procedure.

6.0 Managing Cultural Heritage and Material Sciences

- 6.1 The Coordinator ICHMS shall initiate/promote institutional and collaborative research between the institute and other research institutions.
- 6.2 The Coordinator ICHMS shall initiate/promote collaboration and partnership in the preservation and conservation of both natural and cultural heritage materials.

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- 6.3 The Coordinator ICHMS shall provide professional support and various level training on cross-cutting cultural heritage issues.
- 6.4 The Coordinator ICHMS shall ensure that all the institute staff conducts teaching, research and community services in accordance to the JOOUST Statues and Service Charter.
- 6.5 The Coordinator ICHMS shall develop, review and submit for approval all the Institute prototype teaching curriculums.
- 6.6 The Coordinator ICHMS shall conduct, subject to JOOUST policies, institute staff training needs assessment and submit to JOOUST Management for Action.
- 6.7 The Coordinator ICHMS shall strengthen intellectual exchange and consultancy services for promotion of conservation of world’s cultural and natural heritage.
- 6.8 The Coordinator ICHMS shall promote, market, and ensure a steady enrolment of students into the various institute academic programs.
- 6.9 The Coordinator ICHMS shall ensure the day to day overall management of the institutes administrative and academic functions.

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