



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR MANAGEMENT OF MEETINGS

DOC. NO. : JOOUST/PAF/RPA/OP 41

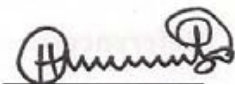
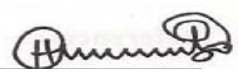
AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGNATURE: 
PLANNING, ADMINISTRATION AND FINANCE

ISSUED BY : REGISTRAR SIGNATURE: 
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0.1 DOCUMENT DISTRIBUTION

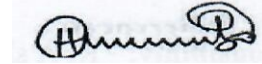
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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/04/2012	Added time limits to the procedure methods to make them efficient, effective and measurable. Changed 6.1.6 to 6.1.12 and 6.2.5 to 6.2.9 to reflect procedure activities & not meeting agenda.	
29/4/2013	Procedure reviewed to reflect change in status from BUC to JOOUST	

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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30/04/2015 Procedure reviewed for to rearrange the Methods sequence.



1.0. Purpose: To ensure effective planning, coordination and administration of University meetings.

2.0. Scope : This procedure covers the management of all meetings within the University.

- 3.0. References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Statutes
 - 3.3 JOOUST Service Charter
 - 3.4 JOOUST Quality Manual
 - 3.5 JOOUST Six Compulsory Procedures

4.0 Terms and Definitions

4.1 Council: The supreme decision making body within the University.

4.2 QMR: Quality Management Representative

4.3 BUC: Bondo University College

4.4 JOOUST: Jaramogi Oginga Odinga University of Science and Technology

4.5DVC, PAF: Deputy Vice-Chancellor, Planning Administration and Finance

4.6 RPA: Registrar, Planning and Administration

4.7 UMB: University Management Board

4.8 FO: Finance Officer

4.9 VC: Vice Chancellor

5.0. Responsibility: RPA shall be responsible for the implementation and effective supervision of this procedure.

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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6.0 Method

6.1 Council Meetings

- 6.1.1 The University Council shall approve an annual ALMANAC at the beginning of every year.
- 6.1.2 The Vice-Chancellor (Council Secretary) shall make reference to the ALMANAC while scheduling Council meetings
- 6.1.3 The Vice-Chancellor (Council Secretary) in consultation with relevant offices shall set agenda for the Council and send notices fourteen (14) days before the meeting.
- 6.1.4 The Vice-Chancellor shall ensure Agenda documents are prepared and circulated to members seven (7) days before the meeting date.
- 6.1.5 The RPA shall make transport arrangements for the Council members at least five days before the meeting date.
- 6.1.6 The RPA shall facilitate recording of minutes during the meeting.
- 6.1.7 The Vice-Chancellor shall ensure Council Minutes are ready for signature within five days after the meeting.
- 6.1.8 The Vice-Chancellor shall ensure safe custody of Council minutes.

6.2 University Management Board Meetings

- 6.2.1 The Vice-Chancellor shall convene UMB meetings as appropriate
- 6.2.2 RPA shall issue notice of regular UMB meetings in consultation with the VC and request for submission of Agendas at least three days before meetings.
- 6.2.3 RPA shall compile agenda document for UMB meeting.
- 6.2.4 RPA shall distribute the agenda document at least 24 hours before meeting.
- 6.2.6 RPA shall facilitate recording of minutes during the meeting.
- 6.2.7 RPA shall ensure UMB minutes are ready three days after meeting.
- 6.2.8 RPA shall forward copies of the signed minutes to members for necessary action within two days after signing.
- 6.2.9 RPA shall ensure safe custody of UMB Minutes.

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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6.3 Other regular University Meetings (Senate, Deans Committee, faculty Boards, departmental meetings, Ad Hoc Committees, Sub Committees etc)

- 6.3.1 The Chairperson of the respective Committees shall convene the meetings as appropriate.
- 6.3.2 Secretary to the Committees shall issue notice of meetings in consultation with the Chairperson at least three days before meetings.
- 6.3.3 The Secretary shall prepare agenda documents for the meeting.
- 6.3.4 The Secretary shall distribute the agenda document at least 24 hours before meetings.
- 6.3.6 The Secretary shall facilitate recording of minutes during the meeting.
- 6.3.7 The Secretary shall ensure Minutes are ready three days after meeting.
- 6.3.8 The Secretary shall forward copies of the signed minutes to members for necessary action within two days after signing.
- 6.3.9 The Secretary shall ensure safe custody of the minutes.

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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