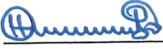




**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR PROVISION OF REGISTRY SERVICES

DOC. NO. : JOOUST/PAF/RPA/ OP 42

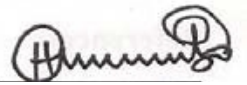
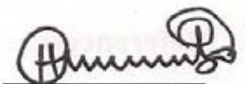
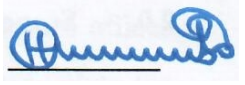
AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGNATURE: 
PLANNING, ADMINISTRATION AND FINANCE

ISSUED BY : REGISTRAR, SIGNATURE: 
PLANNING & ADMINISTRATION

0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
(i)	Master copy	QMR
(ii)	Copy	DVC, PAF
(iii)	Copy	RPA
(iv)	Copy	In-Charge of Registry
(v)	Soft Copy	JOOUST Website by password

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/04/2012	Rephrased methods 6.1, 6.2 & 6.3. Added 6.3.7 & 6.4.3	
29/04/2013	Procedure reviewed to reflect change of status from BUC to JOOUST	
30/04/2015	Procedure reviewed for adequacy	

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1.0. Purpose: To ensure efficient and effective management of University records.

2.0. Scope : This procedure covers management of leave, mail and filing systems.

- 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
 - 3.6 JOOUST Terms of Service
 - 3.7 JOOUST CBA
 - 3.8 Labour Laws

4.0 Terms and Definitions

4.1 Council: The supreme decision making body in the management of the University.

4.2 DVC, PAF: Deputy Vice-Chancellor, Planning, Administration & Finance

4.3 QMR: Quality Management Representative

4.4 RPA: Registrar, Planning and Administration

4.5 In-Charge of Registry: The officer in-charge of the Central Registry.

4.6 Indexing: Systematic approach of labeling files.

4.7 Alpha numerical: Use of alphabets and numbers for labeling of files.

4.8 BUC: Bondo University College

4.9 JOOUST: Jaramogi Oginga Odinga University of Science and Technology

5.0 CBA: Collective Bargaining Agreement

5.1: FHs: Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments)

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5.0. Responsibility:

The Registrar, Planning and Administration shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method

6.1 Staff Leave Management

6.1.1 RPA shall receive the employees’ annual leave roster from FH by the end of January of every year.

6.1.2 The Registry Supervisor shall receive duly filled leave application forms and process at least two weeks before the leave.

6.1.4 The RPA shall approve the processed leave forms within one week of receiving the application.

6.1.5 The Registry Supervisor shall ensure a copy of the leave form is sent to the employee and the original form filed.

6.2 Mail Management

6.2.1 The Registry Supervisor shall ensure that mail is collected and received on a daily basis.

6.2.2 The Registry Supervisor shall ensure that mail received is sorted, stamped and recorded accordingly.

6.2.3 The Registry Supervisor shall ensure that mail is dispatched to respective offices within two days of receipt with exception of urgent mail.

6.3 Filing System

6.3.1 The Registry Supervisor shall ensure that files are labeled and indexed systematically.

6.3.2 The Registry Supervisor shall ensure that filled files are closed and subsequent volumes opened.

6.3.6 The Registry Supervisor shall ensure that old records are archived upon approval.

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