



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

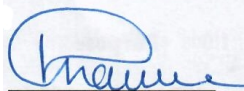
**DOCUMENT: PROCEDURE FOR PARTNERSHIPS, LINKAGES AND  
OUTREACH ACTIVITIES**

**DOCUMENT NO: JOOUST/RIO/R/OP 45**

**AUTHORISED BY: DEPUTY VICE-CHANCELLOR  
RESEARCH, INNOVATION AND OUTREACH**

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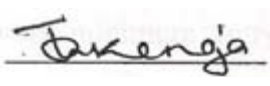
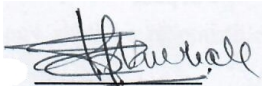
**ISSUED BY : REGISTRAR  
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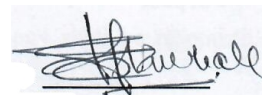
<b>S/NO.</b>	<b>TYPE</b>	<b>OFFICE</b>
<b>i.</b>	<b>Master Copy</b>	<b>QMR</b>
<b>ii.</b>	<b>Copy</b>	<b>DVC,RIO</b>
<b>iii.</b>	<b>Copy</b>	<b>R,RIO</b>
<b>iv.</b>	<b>Copy</b>	<b>Functional Heads</b>
<b>v.</b>	<b>Soft Copy</b>	<b>JOOUST Website by password</b>

**0.2 DOCUMENT CHANGES**

<b>DATE</b>	<b>CHANGES</b>	<b>AUTHORIZED BY</b>
<b>28/4/2012</b>	Timelines have been inserted Merged Procedure on Linkages with that of outreach	
<b>29/4/2013</b>	Procedure reviewed to reflect change of status from BUC to JOOUST Procedure renamed to Partnerships,  linkages and outreach activities	

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**26/9/2013** Revised clause 6.3.6 and added 6.4.6 and 6.4.7



**30/4/2015** for clarity in implementation.  
 Corrected typo error above to read:  
 Revised Clause 6.3.6 and added 6.3.7 for  
 Clarity in implementation.  
 Restructured 6.1.2 – 6.1.8, added 6.1.9  
 Restructured 6.2.3, 6.2.6. added timelines  
 to 6.2.10. Removed 6.2.12 and 6.2.13  
 restructured 6.3.3, 6.3.7, removed 6.3.8

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**1.0 Purpose :** To ensure the effective implementation and monitoring of partnerships, linkages and community outreach activities.

**2.0 Scope :** This procedure covers the conduct of partnerships, linkages and the provision of outreach services.

- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
  - 3.2 JOOUST Quality Manual
  - 3.3 JOOUST Statutes
  - 3.4 JOOUST Strategic Plan
  - 3.5 JOOUST Service Charter

**4.0 Terms and Definitions**

- 4.1 QMR:** Quality Management Representative
- 4.2 DVC (RIO):** Deputy Vice-Chancellor, Research, Innovation and Outreach
- 4.3 R, RIO:** Registrar, Research, Innovation and Outreach
- 4.4 DRT, CRIT:** Director, Centre for Research, Innovation and Technology
- 4.5 Outreach:** Linking the University to the Community
- 4.6 UMB:** University Management Board
- 4.7 BUC:** Bondo University College
- 4.8 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.9 FHs:** Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments)
- 4.10 Functions:** Operative units within the University such as

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Divisions, Schools/Departments and Directorates

**5.0 Responsibility:**

**5.1 Principal Responsibility**

The DVC (RIO) shall be responsible for the effective supervision and Implementation of this procedure

**5.2 Other Responsibilities**

The Registrar RIO shall be responsible for the implementation and monitoring of this procedure.

**6.0 Method**

**6.1 Partnerships and Linkages**

6.1.1 FHs or individual members of staff, Universities, Institutions or Organizations shall initiate collaboration with the University.

6.1.2 FHs/Individuals shall negotiate the terms of the MoU with partner institutions and draft an MoU.

6.1.3 The FH/Individual shall forward the draft MoU to R,RIO for further input

6.1.4 R, RIO shall forward the draft to the Legal Officer to ensure compliance with policy.

6.1.5 The Legal Officer shall review the MoU and return it to R,RIO

6.1.6 R, RIO shall communicate any amendments to the FH/Individuals.

6.1.7 R, RIO shall send the MoU to the DVC, RIO for information and onward submission to the VC for approval and thereafter arrangement for signing shall be done.

6.1.8 DVC, RIO in consultation with the VC shall appoint members to the Joint Management Committee which shall be responsible for the implementation of MOU.

6.1.9 R, RIO shall be responsible for monitoring collaborative links to ensure compliance with provisions of the MoU and agreements.

**6.2 Outreach Activities**

**6.2.1 Shows and Exhibitions**

6.2.1 DVC, RIO shall receive information from the VC on the dates, theme and venue of Shows and Exhibitions and communicate the information to the R, RIO.

6.2.3 R, RIO shall convene Show and Exhibitions committee meeting.

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- 6.2.4 FHs shall prepare and forward their respective budgets to R, RIO at least one month before the show dates for consideration.
- 6.2.5 R, RIO shall compile a budget summary and forward to DVC, RIO for advice and approval.
- 6.2.6 DVC, RIO shall forward the budget to the VC for consideration.
- 6.2.7 DVC, RIO shall communicate to R, RIO of the approval or any changes made there in.
- 6.2.8 R, RIO shall communicate to FHs to prepare exhibits and information materials for display at the Show and Exhibitions as per the approvals.
- 6.2.9 R, RIO shall organize a mock exhibition at least 1 week before the actual event.
- 6.2.10 R, RIO shall convene a post mortem meeting with the Shows and Exhibitions committee to evaluate performance within one month after the event.
- 6.2.11 R, RIO shall compile and submit a report on the event and forward to the DVC, RIO.

**6.3 Community Outreach**

- 6.3.1 R, RIO shall receive requests from community organizations e.g. NGO’s, CBO’s on specific areas of support by the University or initiate such activities with identified institutions.
- 6.3.2 R, RIO shall forward the request through the DVC, RIO to the VC for consideration.
- 6.3.3 DVC, RIO shall communicate the outcome to the R, RIO for action.
- 6.3.4 R, RIO shall communicate the outcome to the respective institutions.
- 6.3.5 R, RIO shall work closely with the individuals, Departments, Schools and or institutions to coordinate and implement the outreach activity.
- 6.3.6 R, RIO shall submit a report to the DVC, RIO.
- 6.3.7 DVC, RIO shall update the VC on the status of the outreach activity.

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