



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

DOCUMENT: **PROCEDURE FOR ADMINISTRATION OF INCOME
GENERATING ACTIVITIES (IGAs)**

DOC. NO. **JOOUST/RIO/OP 48**


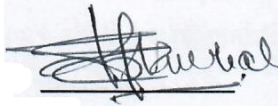

AUTHORIZED BY: **DEPUTY VICE-CHANCELLOR SIGN: **
RESEARCH, INNOVATION AND OUTREACH

ISSUED BY: **REGISTRAR, SIGN: **
RESEARCH, INNOVATION AND OUTREACH

1.0 DOCUMENT DISTRIBUTION

S/NO	TYPE	OFFICE
i.	Master Copy	QMR
ii.	Copy	DVC,RIO
iii.	Copy	RRIO
iv.	Copy	FHs
v.	Soft Copy	JOOUST Website by Password

2.0 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
17/09/2014	Restructured 6.1.1 to 6.1.10	
	And removed 6.1.11 to 6.1.14	
30/04/2015	Procedure reviewed for adequacy	
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- 1.0 **Purpose** : To ensure efficient and effective administration of income generating activities.
- 2.0 **Scope** : This procedure covers the administration of income generating activities in the University.
- 3.0 **References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 JOOUST Strategic Plan
 - 3.5 JOOUST Service Charter
 - 3.6 Income Generating Policy (IGP)
 - 3.7 Intellectual Property Policy (IPP)
- 4.0 **Terms and Definition**
- 4.1 **QMR:** Quality Management Representative
 - 4.2 **VC:** Vice-Chancellor
 - 4.3 **DVC, RIO:** Deputy Vice-Chancellor, Research, Innovation and Outreach
 - 4.4 **RRIO:** Registrar, Research, Innovation and Outreach
 - 4.5 **IGU:** Income Generating Unit
 - 4.6 **IGA:** Income Generating Activity
 - 4.7 **IGUC:** Income Generating Unit Committee
 - 4.8 **UMB:** University Management Board
 - 4.9 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
 - 4.10 **FHs:** Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments)
 - 5.0 **Functions:** Operative units within the University such as Divisions, Schools/Departments and Directorates

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5.0 Responsibility:

5.1 Principal Responsibility:

The Deputy Vice-Chancellor, Research, Innovation and Outreach shall be responsible for the coordination of Income Generating Activities.

5.2 Other Responsibilities:

The Registrar, Research, Innovation and Outreach shall be responsible for the monitoring of income generating activities.

6.0 Method

6.1 Initiation of an IGU

6.1.1 Individuals/Schools/Departments/Units/Sections shall forward a proposal to the RRIO

6.1.2 The RRIO shall forward the proposal to the DVC, RIO for consideration in the IGUC meeting.

6.1.3 The DVC, RIO shall convene an IGUC meeting within one (1) month to consider the proposal (s).

6.1.4 The DVC, RIO shall communicate the outcome of the deliberations of the IGUC to the Individuals/Schools/Departments/ Units/Sections/Institutes.

6.1.5 Individuals /Schools/Departments/Units/Sections/Institutes shall submit the revised business plan to the RRIO for onward submission to the DVC, RIO

6.1.6 The DVC, RIO shall forward the revised business plan within 14 days to UMB for consideration.

6.1.7 The DVC, RIO shall communicate the outcome of the UMB deliberations.

6.1.8 The DVC, RIO shall facilitate the implementation of the business plan.

6.1.9 Individuals/Schools/Departments/ Units/Sections/Institutes shall submit periodic reports on the business progress to the DVC, RIO

6.1.10 The DVC, RIO shall update the VC on the progress of the IGU activities.

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