



JARAMOGI OGINGA ODINGA UNIVERSITY
SCIENCE AND TECHNOLOGY

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

DOC. NO : JOOUST/AA/ICHMS/OP 41

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

SIGN: 

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

SIGN: 

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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
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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:**
- i. ISO 9001:2015 Standard
 - ii. JOOUST Quality Manual
 - iii. JOOUST Statutes
 - iv. Statutory and Regulatory Requirements

4.0 Abbreviations, Acronyms and Definitions

- i. **C(ICHMS)** Coordinator, Institute of Cultural Heritage & Material Sciences
- ii. **DVC(AA)** Deputy Vice-Chancellor, Academic Affairs
- iii. **ICHMS** Institute of Cultural Heritage and Material Sciences
- iv. **JOOUST** Jaramogi Oginga Odinga University of Science and Technology
- v. **QMR:** Quality Management Representative
- vi. **VC** Vice-Chancellor

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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