



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

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

DOCUMENT NO: JOOUST/RIO/OP 42

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

ISSUED BY : REGISTRAR SIGN:
RESEARCH, INNOVATION AND OUTREACH

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0.2 DOCUMENT CHANGES

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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:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Strategic Plan 2016/17-2020/21
- v. JOOUST Service Charter

4.0 Abbreviations/Acronyms and Definitions

- i. DRT, CRIT: Director, Centre for Research, Innovation and Technology
- ii. DVC (RIO): Deputy Vice-Chancellor (Research, Innovation and Outreach)
- iii. FHs: Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments)
- iv. Functions: Operative units within the University such as Divisions, Schools/Departments and Directorates
- v. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- vi. Outreach: Linking the University to the Community
- vii. QMR: Quality Management Representative
- viii. R (RIO): Registrar (Research, Innovation and Outreach)
- ix. UMB: University Management Board

5.0 Responsibility:

5.1 Principal Responsibility

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

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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 legal and policy documents.
- 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 and/or appoint a convener among the staff
- 6.2.3 R, RIO/convener shall convene Show and Exhibitions committee meeting.
- 6.2.4 FHs shall prepare and forward their respective budgets to R, RIO/convener at least one month before the show dates for consideration.

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- 6.2.5 R, RIO/convener 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 /convener of the approval or any changes made there in.
- 6.2.8 R, RIO /convener 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//convener shall organize a mock exhibition at least 1 week before the actual event.
- 6.2.10 R, RIO/convener 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/convener 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 activities

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