



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

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

**DOC. NO.**                      **JOOUST/RIO/OP 45**

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

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

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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:**

- i. ISO 9001:2015 Standard
- ii. Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Strategic Plan 2016/17-2020/21
- v. JOOUST Service Charter
- vi. Income Generating Policy (IGP) 2016
- vii. Intellectual Property Policy (IPP) 2016

**4.0 Abbreviations/Acronyms and Definitions**

- i. DVC (RIO): Deputy Vice-Chancellor (Research, Innovation and Outreach)
- ii. FHs: DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments.
- iii. IGA: Income Generating Activity
- iv. IGU: Income Generating Unit
- v. IGUC: Income Generating Unit Committee
- vi. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- vii. QMR: Quality Management Representative
- viii. R(RIO): Registrar (Research, Innovation and Outreach)
- ix. UMB: University Management Board
- x. VC: Vice-Chancellor

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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 business plan 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 business plan (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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