



MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR MANAGEMENT OF SENATE MEETING		
DOC. NO:	MSU/ASA /ACA//OP/06	ISSUE NO:	2
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SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	06/03/2023	1	Change of signature on Title page due to new office bearers.	DVC ASA
2.	06/03/2023	3	3.6. Addition of “Procedure for Control of Documented Information after the document number.	DVC ASA
3.	06/03/2023	4	6.1.6. Incorporation of...“senate minutes and resolutions”...	DVC ASA
4.				
5.				

0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on the University Website for authorized users

1. PURPOSE

This Procedure ensures scheduled meetings are conducted with a view of making them efficient, effective and productive.

2. SCOPE

This procedure applies to all senate Meetings and its Standing Committees.

3. REFERENCES

- 3.1 Maseno University Quality Manual
- 3.2 Maseno University Statutes 2013 (Revised 20180
- 3.3 Almanac of Meetings
- 3.4 University Charter 2013

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3.5 University Act No. 42 of 2012, Revised Edition 2016(2015)

3.6 MSU/VC/MR/OP/01-Procedure for Control of Documented Information.

4.0 TERMS AND DEFINITIONS / ABBREVIATIONS

4.1 **VC-** Vice-Chancellor – Chairs Senate Meetings

4.2 **DVC, ASA** -Deputy Vice-Chancellor, Academic & Student Affairs - Chairs Senate Standing committee Meetings

4.3 **Registrar ASA** - Registrar, Academic & Student Affairs

4.4 **Statutes** -Regulations made by the council for control and Administration of the University effective operations.

4.5 **Senate** - The academic authority for the University and it has control and general

4.6 **Semester** -A period of sixteen (16) weeks or as determined by Senate in line with CUE regulations period as for any current academic year.

4.7 **Almanac of Meetings** -Timetable of scheduled meetings

4.8 **Agenda** - items for deliberation in meetings

4.9 **Senate Secretariat**-For ensuring meeting are called regularly and providing secretariat Services.

4.10 **Reprographic Staff**- for production and compilation of documents.

5.0 RESPONSIBILITIES

The DVC, ASA shall be responsible for the implementation and effective supervision of this procedure.

6.0 METHOD

6.1 Method for Management of Senate and its standing Committee meetings

6.1.1 Registrar, ASA shall prepare Almanacs and forward to Senate for approval

6.1.2 Once approved Registrar, ASA shall circulate the almanac to all relevant departments through emails and University Website.

6.1.3 Registrar, ASA shall circulate notice of meeting authorized by the chair of Senate to

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committee members at least 5 days before the meeting.

6.1.4 Registrar, ASA in consultation with Chair shall prepare and circulate agenda items to members at least 2 days before the meeting.

6.1.5 Secretarial services shall be provided by Registrar ASA.

6.1.6 Registrar ASA shall prepare Senate Minutes & Resolutions and forwarded for signature and circulation within 3 days after the meeting.

