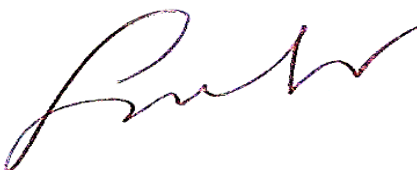





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR MANAGEMENT OF SENATE MEETING		
DOC. NO:	MSU/ASA /ACA//OP/06	ISSUE NO:	1
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	0
AUTHOR:	REGISTRAR, ASA		
AUTHORIZED BY:	DEPUTY VICE- CHANCELLOR, ACADEMIC& STUDENT AFFAIRS	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-4	Rearrangement of clauses as a result of omission of title that was previously clause 1	DVC ASA
5.	08/06/2018	2	1.0 omission of title.	DVC ASA
6.	08/06/2018	3	3.1and 3.6 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01	DVC ASA
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1	DVC ASA
8.	08/06/2018	4	6.0 Rephrased to give responsibility to DVC ASA in 5.0	DVC ASA
9.	08/06/2018	3, 4	Omitted 5.9, 7.1.8	DVC ASA
10.	08/06/2018	All	Change of font type and size	DVC ASA

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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
- 3.5 University Act No. 42 of 2012, Revised Edition 2016(2015)
- 3.6 MSU/VC/MR/OP/01

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

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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 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 and forwarded for signature and circulation within 3 days after the meeting.