

	Document Ref.:	Issue Date:
	CU/MR/FORM/01	25th March, 2013
	Issue No.:	Revision No.:
	02	00
Document Title: CONTROL OF DOCUMENTS		

MASTER LIST OF INTERNAL DOCUMENTS
(Ref: CU/MR/FORM/01)

No.	Document Title	Document Reference	Department Document Belongs To	Issue No.	Issue Date	Revision Status	Revision Date
1	CUSA Constitution	CU/P/8	Dean of Students	1	18.12.10	0	
2	Gender Policy	CU/P/9	Office of VC	2	01.3.13	0	
3	Automation Policy	CU/P/10	Office of VC	2	01.3.13	0	
4	HIV/AIDS Policy	CU/P/11	Office of VC	2	01.3.13	0	
5	Disability Policy	CU/P/12	Office of VC	2	01.3.13	0	
6	Public Complaints Policy	CU/P/13	Office of VC	2	01.3.13	0	
7	Alcohol and Drug Abuse Policy	CU/P/14	Office of VC	2	01.3.13	0	
8	Statutes, 2008	CU/P/15	Office of VC	1	2008	0	
9	Guide For Writing Fundable Research Proposal	FORM A	Office of DVCA	1	Sep 2011	0	
10	Format For The Final Report	FORM B	Office of DVCA	1	Same	0	
11	Criteria For Evaluating A Fundable Proposal	FORM C	Office of DVCA	1	Same	0	
12	Strategic Plan	2012-2017	Office of VC	1	21.6.12	0	
13	University Catalogue	N/A	Registrar(AA)Office	1	8.1.2013	0	
14	Leave Form	CU/ADM/HR/1	Registrar(AP)Office	1	2009	0	
15	Office Letterheads	CU/ADM/HR/7	Registrar(AP)Office	1	2009	0	
16	Staff Handbook	CU/ADM/HR/11	Office of DVCF	1	2009	0	
17	Scheme of Service of Staff	CU/ADM/HR/11	Office of DVCF	1	2009	0	
18	Service Charter	CU/ADM/HR/11	Office of VC	1	21.6.12	0	
19	Application Form	CU/ADM/FORM/APP/1	Admissions	1	2009	0	
20	Format for Annual Work Plan for Strategic Plan Preparation	CU/QAPC/1	QAPC	1	1.7.2012	0	
21	Format for Quarterly Reporting on the Strategic Plan	CU/QAPC/2	QAPC	1	1.7.2012	0	
22	Format for End of Year Reporting on Strategic Plan Implementation	CU/QAPC/3	QAPC	1	1.7.2012	0	
23	Format for Internal Quarterly Reporting on PC	CU/QAPC/4	QAPC	1	1.7.2012	0	
24	University Brochure		Registrar(AA)Office	1	2011	0	
25	Postgraduate Courses Brochure		Graduate School	1	2011	0	
26	Chuka University Order	Legal Notice No. 161 of 2007	Office of VC	1	2007	0	
27	Chuka University Catalogue		Registrar(AA)Office	1	2012	0	
28	Graduate Student Handbook		Graduate School	1	2011	0	
29	Undergraduate Student Handbook		Dean of Students	1	2011	0	
30	Quality Policy	CU/QMS/QP	MR	1	25.3.13	0	
31	Quality Manual	CU/QMS/QM/01	MR	2	25.3.13	0	
32	Control of Documents	CU/GOP/CD/01	MR	2	25.3.13	0	
33	Control of Records	CU/GOP/CR/02	MR	2	25.3.13	0	
34	Internal Audits	CU/GOP/IA/03	MR	2	25.3.13	0	
35	Control of Non-conform. Product	CU/GOP/CN/04	MR	2	25.3.13	0	
36	Corrective Action	CU/GOP/CA/05	MR	2	25.3.13	0	
37	Preventive Action	CU/GOP/PA/06	MR	2	25.3.13	0	
38	Anticorruption Policy	ANTI-C	Office of VC	2	01.3.13	0	
39	Human Resource Training Policy	HRTDP	Office of VC	2	01.3.13	0	
40	Research Policy	RESCP	Office of VC	2	01.3.13	0	
41	Disability Policy	DISAP	Office of VC	2	01.3.13	0	
42	Institutional Management	CU/SOP/VCIM/01	Office of VC	2	25.3.13	0	



Document Ref.:

CU/MR/FORM/01

Issue No.:

02

Issue Date:

25th March, 2013

Revision No.:

00

Document Title:

CONTROL OF DOCUMENTS

43	Administration, Finance & Planning	CU/SOP/DAFP/02	DVCF Office	2	25.3.13	0	
44	Academic & Research Enhancement	CU/SOP/DACA/03	DVCA Office	2	25.3.13	0	
45	Resource Advancement & Development	CU/SOP/RADP/04	Registrar(AP)Office	2	25.3.13	0	
46	Registration and Admission Coordination	CU/SOP/RACA/05	Registrar(AA)Office	2	25.3.13	0	
47	Faculty Administration	CU/SOP/FERD/06	FERD	2	25.3.13	0	
48	Faculty Administration	CU/SOP/FAHU/07	FAHU	2	25.3.13	0	
49	Faculty of Business Studies	CU/SOP/FBST/08	FBST	2	25.3.13	0	
50	Faculty Administration	CU/SOP/FAES/09	FAES	2	25.3.13	0	
51	Faculty Administration	CU/SOP/FSET/10	FSET	2	25.3.13	0	
52	Quality Assurance & Performance Contracting	CU/SOP/QAPC/11	QAPC	2	25.3.13	0	
53	Examinations & Timetables	CU/SOP/EXTT/12	EXTT	2	25.3.13	0	
54	Postgraduate Studies & Research	CU/SOP/BPSR/13	BPSR	2	25.3.13	0	
55	Undergraduate Studies & Attachment	CU/SOP/BUSF/14	BUSF	2	25.3.13	0	
56	Student Welfare Promotion	CU/SOP/STWD/15	STWD	2	25.3.13	0	
57	Teaching & Examination	CU/SOP/DBAD/16	DBAD	2	25.3.13	0	
58	Teaching & Examination	CU/SOP/DEDU/17	DEDU	2	25.3.13	0	
59	Teaching & Examination	CU/SOP/DAHU/18	DAHU	2	25.3.13	0	
60	Teaching & Examination	CU/SOP/DERD/19	DERD	2	25.3.13	0	
61	Teaching & Examination	CU/SOP/DAGS/20	DAGS	2	25.3.13	0	
62	Teaching & Examination	CU/SOP/DBSC/21	DBSC	2	25.3.13	0	
63	Farm Development	CU/SOP/FARM/22	Farm	2	25.3.13	0	
64	Library Service	CU/SOP/LIBD/23	Library	2	25.3.13	0	
65	Financial Management	CU/SOP/FIND/24	Finance	2	25.3.13	0	
66	Purchasing	CU/SOP/PROD/25	Procurement	2	25.3.13	0	
67	Internal Auditing	CU/SOP/IAUD/26	Internal Audit	2	25.3.13	0	
68	Estate Development	CU/SOP/ESTD/27	Estates	2	25.3.13	0	
69	Catering	CU/SOP/CATD/28	Catering	2	25.3.13	0	
70	Medical Care	CU/SOP/MEDD/29	Medical	2	25.3.13	0	
71	Security Promotion	CU/SOP/SESD/30	Security	2	25.3.13	0	
72	Transport Service	CU/SOP/TRAD/31	Transport	2	25.3.13	0	
73	Accommodation	CU/SOP/ACCD/32	Accommodation	2	25.3.13	0	
74	Management Reviews	CU/SOP/MR/33	M.R.	2	25.3.13	0	
75	Work Instruction for Chemistry Practical Sessions	CU/WI/CHEM/01	DBSC	2	25.3.13	0	
76	Work Instruction for Biological Science Practical Sessions	CU/WI/BIOL/02	DBSC	2	25.3.13	0	
77	Work Instruction for Computer Science Practical Sessions	CU/WI/COMP/03	COMPD	2	25.3.13	0	
78	Work Instruction for Wildlife Practical Sessions	CU/WI/WILD/04	ESRD	2	25.3.13	0	
79	Work Instruction for Animal Health Practical Sessions	CU/WI/ANHE/05	DAGS	2	25.3.13	0	
80	Work Instruction for Geography Practical Sessions	CU/WI/GEOG/06	DAHU	2	25.3.13	0	
81	Work Instruction for Media Practical Sessions	CU/WI/MEDIA/07	DAHU	2	25.3.13	0	