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Document Title: MASTER LIST OF EXTERNAL DOCUMENTS		


MASTER LIST OF EXTERNAL DOCUMENTS

(Ref: CU/MR/FORM/04)

Office of the Vice-Chancellor				
No.	Document Title	Document Reference	Department Document Belongs To	Remarks
1	Performance Contract	CU/EXT/P1	Office of the Vice-Chancellor	Signed with MOHEST
2	Egerton University Act, 1987	CU/EXT/P2	Office of the Vice-Chancellor	GOK Legislation
3	Chuka University College Order, Legal Notice No. 161, 2007	CU/EXT/P3	Office of the Vice-Chancellor	GOK Legislation
4	Government Circulars	CU/EXT/P4	Office of the Vice-Chancellor	From various government offices
5	Land Title Deeds	CU/EXT/P5	Office of the Vice-Chancellor	Various land parcels
6	Chuka University Logo	CU/EXT/P6	Office of the Principal	GOK Legislation
7	Chuka University Seal	CU/EXT/P7	Office of the Vice-Chancellor	GOK Legislation
11	Codes of Conduct	CU/EXT/P11	Internal Audit	GOK Legislation
12	Exchequer and Audit Act & Public Audit Act, 2003	CU/EXT/P12	Internal Audit	GOK Legislation
13	International Auditing Standards	CU/EXT/P13	Internal Audit	GOK Legislation
14	International Financial Reporting Standards	CU/EXT/P14	Internal Audit	GOK Legislation
15	KS ISO 9001:2008 Standard	CU/EXT/P15	Internal Audit	KEBS
16	Public Officer Ethics Act, 2003	CU/EXT/P16	Internal Audit	GOK Legislation
17	Public Procurement & Disposal Act, 2005	CU/EXT/P17	Internal Audit/Procurement	GOK Legislation
18	Public Procurement and Disposal Regulations, 2006	CU/EXT/P18	Internal Audit/Procurement	GOK Legislation
19	State Corporations Act, Cap. 446	CU/EXT/P18	Office of the Vice-Chancellor /Internal Audit	GOK Legislation
20	Chuka University Charter, 2013		Office of the Vice-Chancellor	GOK Legislation
OFFICE OF DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING)				
OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)				
1.	Egerton University Statutes	2012	Egerton University	Benchmarking Regulations
2.	Egerton University Catalogue	1987	Egerton University	Academic programmes
OFFICE OF THE REGISTRAR (ADMINISTRATION AND PLANNING)				
1	Employment Act, 2007	EA/2007	Office of the Registrar (AP)	New Labour Laws
2	Labour Relations Act, 2007	LRA/2007	Office of the Registrar (AP)	"
3	Work Injury Benefits Act, 2007	WIBA/2007	Office of the Registrar (AP)	
4	Occupational Safety and Health Act, 2007	OSHA/2007	Office of the Registrar (AP)	
5	Anti-Corruption and Economic Crimes Act, 2003	ACEA/2003	Office of the Registrar (AP)	
8	Public Officer Ethics Act, 2003	POEA/2003	Office of the Registrar (AP)	
9	Memorandum of Agreement (2008-2010) between Egerton University and the Kenya Union of Domestic, Hotels, Educational Institutions and Allied	MOA/KUDHEIHA	Office of the Registrar (AP)	
9	Memorandum of Agreement (2008-2010) between Egerton University and the Universities Non-teaching Staff Union	MOA/UNTESU	Office of the Registrar (AP)	
10	Memorandum of Agreement (2008-2010) between Egerton University and the Universities Academic Staff Union	MOA/UASU	Office of the Registrar (AP)	
11	Declaration of Income, Assets and Liabilities		Office of the Registrar (AP)	

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OFFICE OF THE REGISTRAR (ACDADEMIC AFFAIRS)				
1	Certificate Release Master Book		Egerton University	
2	Graduation Forms		Egerton University	
3	JAB admission list, soft copy	D2c	JAB	
FERD				
FAHU				
FBUST				
FAES				
FSET				
FSET				
1	Performance Contracting Guidelines for the Relevant Year	CUC/QAPC/SOP/9	QAPC	GOK Legislation
EXAMINATIONS AND TIMETABLING				
1.				
2.				
GRADUATE SCHOOL				
1.				
2.				
UNDERGRADUATE SCHOOL				
1.	External letters			
2.	List of collaborating Companies and Institutions			
3.	Reports from companies and institutions			
STUDENT WELFARE DEPARTMENT				
DEPARTMENT OF BUSINESS ADMINISTRATION				
DEPARTMENT OF EDUCATION				
DEPARTMENT OF ARTS AND HUMANITIES				
DEPARTMENT OF ENVIRONMENTAL STUDIES AND RESOURCES DEVELOPMENT				
1	Part-time Lecturers Curriculum Vitae	CU/ESRD/019	ESRD	
DEPARTMENT OF AGRICULTURAL SCIENCES				
1	Service Courses	CU/AGRI/SERVI/021	Various	
2	External Examiners, Exams	CU/AGRI/EXTE/EXAM/022	Various	
3	External Examiners, Exam Results	CU/AGRI/EXTE/RESU/023	Various	
4	Timetables	CU/AGRI/SEME/TIME/023	Timetabling Office	
DEPARTMENT OF BASIC SCIENCES				
1	P/T Curriculum Vitae	CU/DBSC/0014	Basic Sciences	
FARMS DEPARTMENT				

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LIBRARY DEPARTMENT				
FINANCE DEPARTMENT				
1	Invoices	CU/FIND/PROC/03	Procurement	By suppliers
2	Goods Delivery Notes	CU/FIND/PROC/04	Procurement	By suppliers
3	Printed Budget Estimates	CU/FIND/PRI/02	Principal	By GOK
4	Bank Statements	CU/FIND/PAY/02	Finance	University Bankers
5	Cheque Books	CU/FIND/PAY/03	Finance	University Bankers
6	Various Acts of Parliament			GOK
PROCUREMENT DEPARTMENT				
1	Invoices		Procurement	By suppliers
2	Goods Delivery Notes		Procurement	By suppliers
3	Credit notes		Procurement	By Supplier
4	Various Acts of Parliament			GOK
INTERNAL AUDIT DEPARTMENT				
ESTATES DEPARTMENT				
1	Electricity Bill	CU/ELEC/01	Kenya Power & Lighting Company Ltd	
2	Water Bill	CU/WATE/01	Nithi Water & Sanitation Company	
CATERING DEPARTMENT				
MEDICAL DEPARTMENT				
1	Under 5 Years Patients Register	CU/MEDD/E/MOH204A	Medical	GOK
2	Over 5 Years Patients Register	CU/MEDD/E/MOH/204B	Medical	GOK
3	Tb Register	CU/MEDD/E/TB/4	Medical	GOK
4	Lab Register	CU/MEDD/E/MOH/240	Medical	GOK
5	HIV Testing And Counselling Lab Register	CU/MEDD/E/MOH/362	Medical	GOK
6	Lab Test Data Summary Report Book	CU/MEDD/E/MOH/706	Medical	GOK
7	Consumption Data Report & Request For Blood Safety Commodities	CU/MEDD/E/MOH/706	Medical	GOK
8	Weekly Epidemic Monitoring Forms Book	CU/MEDD/E/MOH/505	Medical	GOK
9	Over 5 Years Outpatient Summary	CU/MEDD/E/MOH/705B	Medical	GOK
SECURITY AND TRANSPORT DEPARTMENT				
1	Authority to use institutional vehicles beyond working hours	MST/ADM/2/8/1 Vol. III.	Transport/MOHEST	
2	Service quotations		Toyota Kenya	