DIRECTORATE OF QUALITY ASSURANCE

QUALITY ASSURANCE
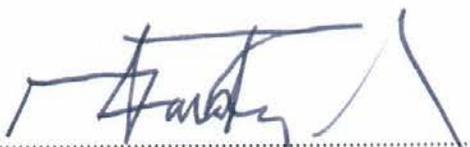
HANDBOOK

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![Pwani University]	DIRECTORATE OF QUALITY ASSURANCE		
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QUALITY ASSURANCE HANDBOOK

COPY No……

Approved by…………………………………………Date..21ˢᵗ September 2017.

Prof. Mohammed S. Rajab, PhD
Vice chancellor and Chair of the University Senate

Approval

Activity	Responsible	Signature	Date
Preparation	Board of Quality Assurance		29ᵗʰ March 2017
Review 1	Director Quality Assurance		5ᵗʰ July 2017
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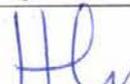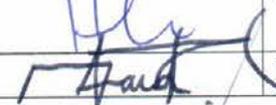
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1. **REQUIREMENTS OF STAKEHOLDER**

    Pwani University has many stakeholders and each stakeholder has his/her own ideas about quality: the government or the state, the employers, the academic world, the students and parents, and society at large. Each stakeholder appreciates different aspects of quality. Because each stakeholder has his/her own ideas and expectations, Pwani University believes that *Quality is a matter of negotiating between the stakeholders.* In this negotiation process, each stakeholder formulates, as clearly as possible, his/her requirements. The university, as an ultimate supplier, tries to reconcile all these different wishes and requirements. As far as possible, Pwani University ensures that the requirements of all stakeholders are translated into the expected goals and objectives/outcomes of the institution. This regards the three core activities: teaching/learning, research and community outreach.

2. **MISSION AND VISION OF PU**

    Pwani University has a clearly formulated Vision and Mission, related to its core function and mandate. The Vision has been translated into a clearly formulated aims and objectives.

3. **THE PU POLICY PLAN**

    Pwani University has a clear policy in line with its Vision and Mission. The Policy has been adequately translated into the <u>Strategic Plan (2014-24),</u> with adequate involvement of all the relevant players. The Policy Plan is well known to all academic staff and students and reflects the types of programmes being offered and the choice of research fields.

4. THE PU GOVERNANCE

Pwani University has a clear and adequate <u>Governance Structure</u> with a clear <u>Administrative Structure</u> in which the decision-making process, competencies and responsibilities have been clearly fixed.

5. HUMAN RESOURCE

Pwani University takes care of high-quality Academic Staff and Non-Academic Staff by through use of objective <u>Appointment and Promotion Criteria</u> and by clearly defining their responsibility and job descriptions; and by evaluating their performance on a regular basis and by means of an adequate <u>staff appraisal system</u>.

The University provides for a system of staff development to enhance the knowledge and skills of Academic Staff and Non-Academic Staff in conducting activities that have a direct influence on the quality of teaching-learning.

The University establishes an activity plan (work plans) and evaluates activities (M&E) to encourage students, faculty members and other personnel to be diligent. The University also enhances the professional ethics of its students, faculty members and other personnel through training and sensitisation.

6. FUNDING

Pwani University has adequate funding and financial management system to achieve its goals and aims. The funding is majorly through the Central Government.

7. EDUCATIONAL ACTIVITIES

7.1 Academic Programmes

Pwani University offers a broad range and variety of <u>Academic Programmes</u>. The programmes have clear objectives and the expected learning outcomes which are in line with the expectations of the stakeholders, the Mission and Vision of the University. Curricula for all academic programmes are aligned with the <u>CUE Standards and Guidelines</u> (2014) on Academic Programmes, and also the <u>relevant University policies</u>.

7.2 Student Assessment

Pwani University acknowledges the profound effect of the outcomes of student assessment on students' future careers. In this respect, Pwani University carries out student assessment in a professional manner at all times and takes into account the extensive knowledge that exists on testing and <u>examination processes</u>.

7.3 Quality of Staff

Pwani University attracts and retains very competent and qualified staff both in the Academic and Non-Academic fields. The criterion used, by the University for appointments and promotions is comparable to that used by similar institutions in the country. In addition to ensure efficiency and effectiveness, workload is allocated in line with the relevant <u>Workload Policy</u>

7.4 Admission of Students

Pwani University has a clear, adequate and transparent admission criterion. PU admits both Government Sponsored and Self Sponsored students. The Admissions office is mandated to ensure that students' admissions are in line with PU <u>Student Admission Policy</u>

7.4.1 Admission of Undergraduate Students

There is an elaborate procedure for admission of undergraduate students that spells out the roles of the Admissions office and the Departmental and school faculty

7.4.2 Admission of Graduate Students

In addition to the general admission procedure, postgraduate applicants have to go through an extra stage that involves the School of Graduate Studies as is outlined in the Procedure for Processing Applications of Postgraduate Admission).

7.4.3 Students with Special Needs

Where students are admitted with special needs, care has been taken to ensure that an effective support structure is in place, and full information is available about sources of guidance and support within the University.

7.4.4 Induction/Orientation of Students

The Student Handbook provides for the process of Induction/orientation of students in the University.

7.4.5 Clearance of Students

Students have to clear from the University on completion of their programme or when they have to leave for any other reason before the end of their course. The University provides a clear procedure for this.

7.5 Facilities and Infrastructure

The facilities and resources at Pwani University are in line with the formulated goals, aims and the designed programme. The University has established a system

of assessment of quality of resources, which includes measures of the availability and appropriateness of lecture halls, library, ICT resources, laboratories, and equipment. The system is assessed against the standards provided by the Commission for University Education Standards and Guidelines, 2014 and the Pwani University Quality Management System

7.6 Library and Information Services

Pwani University Library and Information Services are up-to date and adequate. The University Librarian coordinates the evaluation and selection of information resources required for the various programmes; and also organises and maintains the collection of these resources

PU Library (https://library.pu.ac.ke) provides the employees of the University and its students with access to information and resources for Studies, teaching and research. An emphasis placed on providing access to high-quality range of databases and online journals in the academic fields of the University, as well as on developing the University Library's collections of books and journals at a steady rate so that they reflect the University's fields of study. The library has Standard Operating Procedures and PU Library Policy which serve as a reference for the library staff, students and PU faculty staff.

7.6.1 Library Opening Hours

Official Library Opening & Operating Hours:

- Monday -Friday :- 8:00a.m – 10.00p.m
- Saturdays: - 9:00a.m – 2.00p.m.

7.7 Library Resources

7.7.1 Electronic collections

The Electronic Resources http://library.pu.ac.ke/?page_id=51 of PU provides abundant learning resources including; full-text electronic journals, electronic books, databases, protocols, series and reference resources. Library users can access the electronic collections anytime while they are on campus.

a. E-journals and Databases-The e-library contains electronic resources including databases which cover more than a million full-text titles.

b. E-books-There are more than 800,000 titles of scholarly electronic books

7.7.2 Print Collections

PU Library contains more than 60,000 printed and multimedia items. Books are classified according to the Library of Congress Classification Scheme, arranged on shelves and can be found in the library Online Public Access Catalogue.

7.7.3 General Collection

General Collection contains around 47,000 titles. Materials from the General collection can be checked out at the circulation counter.

7.7.4 Reference collection

The Reference collection consists of Standard reference tools such as Dictionaries, Directories, Encyclopedias, Abstracts, Handbooks and Atlases. Reference materials are indicated by a prefix "REF" to the call number. They are for use in the Library only.

7.7.5 Serials Collection

Serials collection contains about 3,000 printed titles. All serials are indicated by a prefix "SER" to the call number. They are for use in the library only.

7.7.6 Newspapers

The library also subscribes to three (3) local newspapers in hard and soft copies. Softcopies are archived in the library to facilitate retrieval by the users.

7.8 Lending Services

This facilitates equitable circulation of information resources among all users. Information borrowed on regular or short loan are also issued at the circulation section.

7.9 Electronic Services
7.9.1 Electronic journals and databases

The library subscribes to e-books and e-journals which can be accessed from all Library computer labs. These can also be accessed if a user has a laptop, tablets and smart phones through wireless connectivity.

    a. Library Catalogue-http://maktaba.pu.ac.ke/

    b. Past Examination papers-www.exambank.pu-lan.ac.ke

    c. Institutional Repository-www.elibrary.pu.ac.ke/ir/

    d. Electronic journals and e-books- http://library.pu.ac.ke/?page_id=51

7.9.2 Library Online Catalogue

Patrons can also make use of the Library Online Catalogue which has the following features:

    a. Ability to search the library from the comfort of their office/home

    b. Online renewal of books

    c. Ability to manage their personalized accounts

7.9.3 Network Inter-library Document Exchange Service

This service enables PU faculty staff and students to access journal articles and book chapters held in over 700 University and Research Libraries in Italy.

7.9.4 The Exam Bank

Past exam papers from Pwani University since Academic Year 2007/2008 can be accessed electronically and downloaded in PDF format.

7.9.5 Collection Development

The librarians use acquisition guidelines to ensure that the selection of library resources support the education needs of students, schools, administration and staff of the University. The library also uses the acquisition module provided in the Integrated Library Management System, to manage acquisitions process.

7.9.6 Institutional Repository (IR)

The IR (Institutional Repository-www.elibrary.pu.ac.ke/ir/) collects and maintains intellectual writings such as published journal articles, conference papers and proceedings, theses and dissertations, and other scholarly endeavors by Pwani faculty and students. The IR service is hosted on a server within the University and can be accessed via the internet through.

7.10 User Awareness

The library user awareness strategy is used to inform users of the new web services and ensure constant communication with the users is ongoing. The library has facebook page *Pwani University Library* and twitter account @pwaniunilibrary to better communicate with users of the library.

7.11   Information Literacy

The library has an informal Information literacy programme to cater for all PU staff and students. The programme assists patrons to recognize when they need information, have the ability to locate, evaluate and use effectively the needed information.

Ask a Librarian portal

PU library uses portal http://library.pu.ac.ke/?page_id=54 to receive feedback and Emails. The service is for students, faculty and staff of PU. If anyone is not affiliated with PU, this service can be used to question concerns or some unique resources of the PU library. Email questions are answered within 24 hours. Those received Saturday through Sunday will be answered the following Monday.

8. RESEARCH

8.1   Research at Pwani University

The PU research mandate is derived from the Pwani University Charter of 2013, which stipulates in article 7(1b and g) that among its functions, the university shall conduct research and create knowledge and participate in discovery, dissemination, preservation and enhancement of knowledge.

Research work at Pwani University focuses on marine studies, tropical agriculture, arts and culture, tourism and education and aims at addressing the challenges that these sectors face in line with the University's Research Policy and Standard Operating Procedures. Current research projects include flexi biogas, coconut production, botanical garden, *mkilua* gragrance and indigenous plants

(http://www.pu.ac.ke/index.php/research-projects/publications).

Pwani University Research Policy sets the direction of research within the university. It specifies objectives of research within the university, research strategies, the code of conduct for research, and the responsibility of the Research Management Unit.

Research work at Pwani University is funded from both internal and external sources. The University has an internal research grant facility as part of support for staff and students research guided by the Standard Operating Procedure as well as the PU Research Policy.

The university attracts research grant awards from external sources such as the National Commission for Science and Technology and Innovations (NACOSTI), the Kenya Coastal Development Project (KCDP), the Swedish International Agency (SIDA), Netherlands Initiative for Capacity Development in Higher Education (NICHE), Bill and Melinda Gates Foundation.

8.2   Ethics in Research and Intellectual Property

The Ethics Review Committee (ERC), whose main agenda is to foster integrity in research, oversees ethics in research. The PU-ERC is one the 21 Ethics Review Committees in Kenya, which have been accredited by NACOSTI to review Bioethics proposals, and is the only one in the Coastal region of Kenya. PU-ERC got its accreditation in 2012 and has 13 members. Other members are co-opted from Kenya Medical Research Institute (KEMRI) Kilifi to enhance capacity. Most of the members have undergone Training in proposal review conducted by NACOSTI, Kenya Aids Vaccine Institute (KAVI), Critical Appraisal of Research Proposals Training Workshop organized by the University of Nairobi for ERCs in Kenya and Institutionalizing Ethics Review of Health Research conducted by Southern Africa Research Ethics Training Institute (SARETI).

The objectives for the Research Ethics Committees are to maintain ethical standards of practice in research; to protect subjects of research/experiments and research workers

from harm or exploitation; to preserve the subject's rights; and to provide reassurance to the public that this is being done.

Pwani University has an <u>Intellectual Property Policy</u> with established framework for the encouragement of research, innovation, invention, creative work and technology transfer, sets out policies in relation to Intellectual Property Rights arising from research, innovation, invention and creative output and the management, commercialization and exploitation of such rights.

It also ensures that research conducted by or on behalf of, or sponsored by the University, complies with the intellectual property policy established by the University

8.3   Publications

Pwani University makes contribution in the dissemination of research findings through publications (journals, books as well as conferences and workshops). The publication record is over 30 per year (http://www.pu.ac.ke/index.php/research-projects/publications).

The University also participates in apprenticeship, extension services, as well as outreach programs including coconut dissemination, protection of *kaya's*.

9.   THE CONTRIBUTION ON SOCIETY AND THE COMMUNITY/COMMUNITY OUTREACH

This is the provision of <u>community services</u> or information to groups in society who might otherwise be neglected. At Pwani University (PU), such programmes are designed to benefit the communities residing within Kilifi County and its environs. Volunteers, be it students or staff, sign-up for a given course in form of either a group of club. The University then provides them with transport to facilitate their activities. Currently some of the activities carried out include the following;

9.1   Student Programmes

Pwani university students engage in various community outreach activities. These activities aimed at creating a good relationship with the community and make inputs to the development of the general welfare of the community. The university administration supports these activities through the student's union leadership. In the recent past, they have been involved in public talks of HIV/AIDS, clean up and garbage collection and donation to the needy children in Kilifi and the outskirts. Every year the office of the Dean Students Affairs plans Community Outreach activities, which involve Staff and students jointly. Students are encouraged through their various grouping and clubs to plan and implement community outreach activities in line with the University policies.

a) Community visits

Three trips are made each year to three different societal groups;

i. Orphanages: At least once or twice a year during national holidays, students visit one of the orphanage homes where they present the orphans with presents, food, clothing and toys. In addition, the children are mentored.

ii. Homes for the elderly: The students visit homes for the elderly to provide food, clothing and entertain them.

iii. Rehabilitation centres: The students visit different rehabilitation centres within the Coastal region in order to create awareness on effect of drugs abuse.

b) **Mentorship programmes**

This involves older and or more experienced members in a society giving guidance to much younger or inexperienced members. Pwani Students Education Forum (PUSEF), constituting of third and fourth year students, have partnered with the County Director of Education, Heads of secondary and primary schools in Kilifi County to identify poorly performed subject(s) for mentorship forums so as to improve performance.

c) **Peer Education**

Pwani University Peer Educators (PUPE) offer counselling services in Malindi and Kilifi prisons. In addition, they also lead religious services to the prisoners.

d) **Public health programme**

The nursing students rapidly respond when called to address public concerns in the villages such as; de-worming of children, alternative control of the jigger menace and control of diarrhoea outbreak

e) **Red Cross programme.**

During the World Environment Day, Members of this club in conjunction with the County Government of Kilifi, NEMA and the local banks, cleans up the streets of Kilifi and Malindi Towns.

f) **Beach cleaning programme**

Member of the Pwani University Tourism club (PUT) organises beach cleaning exercise in conjunction with the Kilifi County Tourism Office.

9.2   Staff Programmes

a) Open day

Open Days are organised each year, where different departments in PU showcase innovations, products and services they offer. The University invites all interested parties to learn and experience emerging trends in their respective areas of interest.

b) ASK Show

Each year, PU participates in the Mombasa ASK Show, where they showcase new ideas for improving food security at the village level.

c) Dissemination of research findings

Members of staff carry out research in various fields with a view of disseminating the results to benefit the local communities

d) Demonstration facility

PU, through a partnership of the School of Agriculture and Agribusiness and NUFFIC has set up a demonstration farm in the University. Through this initiative, a demonstration on how one can lead a sustainable life on a small piece of land is done by having a member of local community participating in the project.

Benchmarking

Pwani University uses the instrument of benchmarking for analysing the quality of its core activities and its management. PU as an institution of higher learning has also benefited through such exercises by benchmarking with institutions such as; Dedan Kimathi University of Technology, Kenyatta University, Technical University of Kenya, Technical University of Mombasa, Taita Taveta University, University of Eldoret and Daystar University. Through this the following have been addressed;

a) MOUs for off-campus accommodation between PU and investors has been successfully addressed

b) Student's welfare activities have been improved

c) The structure of the students leadership has been reviewed

d) Catering service processes have been streamlined and improved

e) Students from various universities have an exchange forum where their interests are addressed and articulated unanimously.

10.   QUALITY ASSURANCE

The Directorate of Quality Assurance (DQA) at Pwani University was set up in September 2014 in accordance with the University Statutes. The Directorate envisions becoming a centre of excellence in the enhancement of quality standards in the University. It will therefore, towards achieving the universities mission, take the lead role in guiding, to assure promotion and development of a culture of quality in the University through a comprehensive quality assurance system.

The Directorate employs two (2) mechanisms for Quality assurance:

1. Quality Managements system based on the ISO 9001:2015 Standard; and

2. Internal Quality Assurance System based on the Pwani University Quality Assurance Policy (2015), that is founded on policies and directions of the Inter-University Council of East Africa (IUCEA), and is harmonious with existing documents and manuals, as well as Quality Assurance standards and guidelines set by the Commission for University Education (CUE) in Kenya, and similar agencies in the African region. The Internal Quality Assurance System is also guided by other congruent policy documents such as:

   i.   Quality Assurance policies of key Quality Networks in the African region such as **African Quality Assurance Network (AfriQAN),** and the **East African Quality Assurance Network (EAQAN)**

ii. Published policies and practices of major international organisations, including guidelines for the **International Network For Quality Assurance Agencies In Higher Education** (INQAAHE), and the European Network for Quality Assurance in Higher Education (ENQA)

The University has an adequate Monitoring & Evaluation system, and carries out periodic reviews of its core activities (education, research and community services) through internal quality audits and self-assessments.

11. PU ACHIEVEMENTS

Pwani University uses a Monitoring and Evaluation Tool to check whether its achievements are in line with its Quality Objectives.

12. STAKEHOLDER SATISFACTION

The University has a structured method for obtaining feedback from stakeholders. Customer Satisfaction Surveys are carried out regularly and the analysed data used to inform decision making.

13. UNIVERSITY COLLEGES, CAMPUSES, CENTRES, COLLABORATIONS AND PARTNERSHIPS

Pwani University has a clear system of establishing Centres and Collaborating Institutions. The University has a clear mechanism of assessing quality of these entities, and is guided in doing so by the CUE Guidelines.

Pwani University collaborates with universities, research institutions, environmental conservation institutions and industry in training, research, joint conferences and community outreach as stipulated under Article 10.0 of the Pwani University Research Policy.

14.   COLLECTION OF INFORMATION AND UPDATE OF QUALITY ASSURANCE HANDBOOK

The Directorate of Quality Assurance will collect, compile and update the e-version of the Quality Assurance Handbook quarterly or as need may arise; whichever is earlier.

15.   COMMUNICATION OF THE QA HANDBOOK

The QA Handbook is available both in print and e-version.

16. Appendices

Appendix 1: Master List of Available Documents as at 31st January 2018

(The updated is available in electronic version only)

REFERENCE	TITLE
DQA DOCUMENTS	
QUALITY MANAGEMENT SYSTEM	
REFERENCE	TITLE
MANUALS	
QMS	
PU/QMS/MAN/01	Quality Manual
STANDARD OPERATING PROCEDURES	
PU/QMS/SOP/01	Procedure for Control of Documented Information
PU/QMS/SOP/02	Procedure For Control Of Nonconformity And Corrective Action
PU/QMS/SOP/03	Procedure For Internal Audits
PU/QMS/SOP/04	Procedure For Management Of Organizational Knowledge
FORMS	
PU/QMS/FORM/01	Master List of Internal Documents
PU/QMS/FORM/02	Internal/External Documented Information Distribution Form
PU/QMS/FORM/03	Internal Documented Information Change Request Form
PU/QMS/FORM/04	Master List of External Documents
PU/QMS/FORM/05	Master List of Records
PU/QMS/FORM/06	Documented Information Movement Register
PU/QMS/FORM/07	Master List of Classified Internal/External Documented Information
PU/QMS/FORM/08	Customer Feedback Register
PU/QMS/FORM/09	Corrective Action Request Form
PU/QMS/FORM/10	Internal Audits Schedule
PU/QMS/FORM/11	Annual Internal Audits Work Plan
PU/QMS/FORM/12	Internal Audit Register
PU/QMS/FORM/13	Internal Audit Summary Report
PU/QMS/FORM/14	Internal Auditor's Report Submission Checklist
PU/QMS/FORM/15	Pwani University Knowledge Management Record
PU/QMS/FORM/16	Departmental Knowledge Management Record
PU/QMS/TOOL/01	Template for Quality Objectives
PU/QMS/TOOL/02	Monitoring and Evaluation Template for Quality Objectives
GUIDELINES	
PU/DQA/GDL/01	Guidelines for Implementing ISO 9001:2008 and Pwani University Requirements
QUALITY ASSURANCE	
POLICY	
PU/DQA/POL/01	Quality Assurance Policy
FORMS	
PU/DQA/FORM/01	Declaration of Independence and Disclosure Form for Peer Reviewers/Auditors
TOOLS	
PU/DQA/TOOL/01	Course Lecturer Evaluation Tool
PU/DQA/TOOL/02	Customer Satisfaction Tool
PU/DQA/TOOL/03	Tool for Evaluation of Curriculum of an Academic Programme
PU/DQA/TOOL/04	Checklist for Internal Self Assessment at School /Department /Division/Institution

PU/DQA/TOOL/05	Checklist for Reviewing Quality Assurance Policy
PU/DQA/TOOL/06	Checklist for Internal Self Assessment of an ODEL Centre
PU/DQA/TOOL/07	Checklist for Quality Audit for the mode of offer of an Academic Programme
PU/DQA/TOOL/08	Checklist for Implementation of Quality Assurance Systems
PU/DQA/TOOL/09	Checklist for Self Assessment at Institutional Level
PU/DQA/TOOL/10	Checklist for Self-Assessment at Programme level
STANDARD OPERATING PROCEDURES	
PU/DQA/SOP/01	SOP for Internal Peer Review of Academic Programmes
PU/DQA/SOP/02	SOP for Self- Assessment of an Academic Programme
PU/DQA/SOP/03	SOP for Internal Self Assessment at Institutional Level
PU/DQA/SOP/04	SOP for Internal Quality Audits
PU/DQA/SOP/05	SOP for Submitting an Academic Programme to CUE
VICE CHANCELLOR	
DOCUMENTS	
PU/VC/PLAN/01	Master Plan
PU/VC/PLAN/03	Service Charter
POLICIES	
PU/VC/POL/01	Policy on Air Travel
FORMS	
PU/VC/FORM/01	Air Travel Request Form
ACADEMIC DIVISION	
POLICIES	
PU/DVCASA/POL/01	Examination Policy
PU/DVCASA/POL/04	Credit Transfer Policy
PU/DVCASA/POL/05	Credit Waiver Policy
PU/DVCASA/POL/06	Curriculum Policy
PU/DVCASA/POL/07	Postgraduate Supervision Policy
PU/DVCASA/POL/11	Library Policy
PU/DVCASA/POL/12	Policy on ODeL
PU/DVCASA/POL/17	Automation Policy
PU/DVCASA/POL/19	Field Attachment Policy
PU/DVCASA/POL/22	Admissions Policy
STANDARD OPERATING PROCEDURES	
PU/DVCASA/SOP/01	Admission of Students
PU/DVCASA/SOP/02	Introducing for Introducing a New Academic Programme
PU/DVCASA/SOP/03	Hiring of full time academic staff
PU/DVCASA/SOP/04	Timetabling
PU/DVCASA/SOP/05	Students Registration
PU/DVCASA/SOP/06	Students Clearance
PU/DVCASA/SOP/07	Withdrawal/Change of Examinations Results
PU/DVCASA/SOP/08	Curriculum Amendment
PU/ICT/SOP/01	SOP for ICT
PU/LIB/SOP/01	Library services
PU/SED/SOP/01	Standard Operating procedure for Teaching Practice
PU/ADMS/TOOL/01	Monitoring Tool for Admission Matters
Deputy Vice Chancellor Academics and Student Affairs	
PU/DVCASA/FORM/01	Lecture Attendance Register
Admissions	

PU/ADMS/FORM/01	Credit Waiver Application Form
PU/ADMS/FORM/02	Credit Transfer Application Form
PU/ADMS/FORM/03	Deferment application Form
PU/ADMS/FORM/04	Inter/Intra School Transfer Application Form
PU/ADMS/FORM/07	Post Graduate Application Form
PU/ADMS/FORM/09	Students Personal Data Form
PU/ADMS/FORM/10	Students' Clearance Form
PU/ADMS/FORM/12	Unit Registration Form
PU/ADMS/FORM/09A/13	Updated Student Personal Data
PU/ADMS/FORM/14	Student Registration Form (Freshers)
Examinations	
PU/EXAM/FORM/01	Examination Moderation Form
PU/EXAM/FORM/02	Invigilators' report Form
PU/EXAM/FORM/03	Examination Attendance Register Form
PU/EXAM/FORM/04	Continuous Assessment Mark Sheet Form
PU/EXAM/FORM/05	Overall Examination Mark Sheet Form
PU/EXAM/FORM/06	Academic Warning Form
PU/EXAM/FORM/07	Examination Proofreading Form
PU/EXAM/FORM/08	Letter of Discontinuation Form
PU/EXAM/FORM/09	Letter of Commendation Form
PU/EXAM/FORM/10	Remarking Appeal Application Form
PU/EXAM/FORM/11	Academic Advice Report Form
PU/EXAM/FORM/12	Electronic Theses Dissertation (ETDS) signature
PU/EXAM/FORM/13	Claim Form for Internal/External Part-time teaching
PU/EXAM/FORM/14	Application for Graduation Form
PU/EXAM/FORM/15	Application for Supplementary/Special Exam
PU/EXAM/FORM/17	Examination Result Slip Form
PU/EXAM/FORM/18	Academic Transcript Form
PU/EXAM/FORM/19	Examination Results Submission Form
Accommodation	
PU/ACS/FORM/01	Application for Hostel Form
PU/ACS/FORM/02	Allocation of Hostel Room Form
PU/ACS/FORM/03	Clearance from Hostel Room Form
PU/ACS/FORM/04	Consent for Lost/Broken Items Form
Graduate School	
PU/SGS/FORM/01	Post Graduate Progress Report Form
PU/SGS/FORM/02	Monthly Supervision Record Form
PU/SGS/FORM/03	Thesis/Dissertation Marking Scheme
PU/SGS/FORM/04	Oral Examination Evaluation Form
PU/SGS/FORM/05	Intent to Submit Thesis Form
PU/SGS/FORM/06	Final Thesis Submission Form
PU/SGS/FORM/07	Submission of Thesis for Examination Form
PU/SGS/FORM/08	Acknowledgement of receipt of Thesis Form
PU/SGS/FORM/09	Payment for Marking Thesis Form
PU/SGS/FORM/10	Decision of the Board of Examiners (BoE)
Catering (Main Kitchen)	
PU/SCU/FORM/01	Storage and Store room Control Form
PU/SCU/FORM/02	Production Schedules Form

PU/SCU/FORM/03	Food Sales
PU/SCU/FORM/04	Cleaning Schedule
PU/SCU/FORM/05	Food stuff costing
PU/SCU/FORM/06	Supply and Supplier Form
PU/SCU/FORM/07	Utensils Form
PU/SCU/FORM/08	Off Duty Schedule
PU/SCU/FORM/09	Store Receiving and Issuing
PU/SCU/FORM/10	Problem Identification Form
SCHOOL OF EDUCATION	
FORMS	
PU/SED/FORM/01	Lesson Assessment Form (B Ed. Sci./Arts & Dip. Pri.)
PU/SED/FORM/02	Lesson Plan for Primary Schools Form
PU/SED/FORM/03	*Nakili ya Kazi* Form
PU/SED/FORM/04	*Ratiba ya Somo* Form
PU/SED/FORM/05	Record of Work Form
PU/SED/FORM/06	Scheme of Work (English version) Form
PU/SED/FORM/07	Test Lesson Assessment Form
PU/SED/FORM/08	Lesson Assessment Form (ECE)
PU/SED/FORM/09	Student Teachers Time Table
PU/SED/FORM/10	Student Teachers Observation Form
PU/SED/FORM/11	Marking Scheme for Teaching Practice Projects
PU/SED/FORM/12	Head Teacher's Confidential Report Form
PU/SED/FORM/13	T.P. Supervisors Weekly Return Form
PU/SED/FORM/14	Consolidated Marksheet for TP and LRP
PU/SED/FORM/15	Marking Scheme for Microteaching
PU/SED/FORM/16	Lesson Plan Format (for B.Ed Arts and Sci.-English version)
PU/SED/FORM/17	Lesson Plan Format (for B.Ed Arts and Sci.-Kiswahili version)-*Mpango wa Somo*
PU/SED/FORM/18	Early Childhood Development Lesson Plan (Daily plan of Activities
PU/SED/FORM/19	Microteaching Marks Submission form
PU/SED/FORM/20	Letter of Appointment for Teaching Practice Supervision
PU/SED/FORM/21	Imprest surrender form for Teaching Practice Assessment
LIBRARY	
GUIDELINES	
School of Education	
PU/SED/GDL/01	Teaching Practice Guidelines
PU/SED/GDL/02	School of Education Guidelines for Post Graduate Programmes
Examinations	
PU/EXAM/GDL/01	Guidelines to Disciplinary Mechanism
PU/EXAM/GDL/02	Rubrics for presentation of Results to Senate
ACADEMIC PROGRAMMES	
School of Education	
PU/SED/CUR/01	Bachelor of Education (Science)
PU/SED/CUR/02	Bachelor of Education (Arts)
PU/SED/CUR/03	Bachelor of Science (AGED)
PU/SED/CUR/04	Bachelor of Education (Special Needs)
PU/SED/CUR/05	Bachelor of Education (Early Childhood Education)
PU/SED/CUR/06	Bachelor of Education (Primary Education)

PU/SED/CUR/07	Diploma in Primary Education
PU/SED/CUR/08	Master of Science (AGED)
PU/SED/CUR/09	Master of Science (AGEX)
PU/SED/CUR/10	Master of Education (M.ED)
PU/SED/CUR/11	Diploma in Agricultural Education and Extension
PU/SED/CUR/12	Diploma in Early Childhood Education
PU/SED/CUR/13	Certificate in Early Childhood Education
PU/SED/CUR/15	Master of Education in Administration
PU/SED/CUR/16	Master of Education in Comparative and International Studies
PU/SED/CUR/17	Master of Education in Curriculum Development
PU/SED/CUR/18	Master of Education in Early Childhood Education
PU/SED/CUR/19	Master of Education in Economics of Education and Planning
PU/SED/CUR/20	Master of Education in Educational Technology
PU/SED/CUR/21	Master of Education in Educational Psychology
PU/SED/CUR/22	Master of Education in History of Education
PU/SED/CUR/23	Master of Education in Philosophy of Education
PU/SED/CUR/24	Master of Education in Policy Studies
PU /SED/CUR/25	Master of Education in Science and Mathematics Education
PU/SED/CUR/26	Master of Education in Sociology of Education
PU/SED/CUR/27	Master of Education in Special Needs Education
PU/SED/CUR/28	PhD in Comparative and Internal Education
PU/SED/CUR/29	PhD in Curriculum Development
PU/SED/CUR/30	PhD in Early Childhood Education
PU/SED/CUR/31	PhD in Economics of Education
PU/SED/CUR/32	PhD in Educational Administration
PU/SED/CUR/33	PhD in Educational Planning
PU/SED/CUR/34	PhD in Educational Psychology
PU/SED/CUR/35	PhD in Educational Technology
PU/SED/CUR/36	PhD in History of Education
PU/SED/CUR/37	PhD in Philosophy of Education
PU/SED/CUR/38	PhD in Science and Mathematics Education
PU/SED/CUR/39	PhD in Sociology of Education
PU/SED/CUR/40	PhD in Special Needs Education
PU/SED/CUR/41	PhD in Policy Studies
PU/SED/CUR/42	Postgraduate Diploma in Education
School of Humanities and Social Sciences (SHSS)	
PU/SHSS/CUR/01	BA Theology
PU/SHSS/CUR/02	BA Islamic Studies
PU/SHSS/CUR/03	BA Child Care and Protection
PU/SHSS/CUR/04	BA Anthropology
PU/SHSS/CUR/05	BA Archaeology & History
PU/SHSS/CUR/06	BA Religious Studies
PU/SHSS/CUR/07	BA Leadership Studies & Philosophy

PU/SHSS/CUR/08	BA Philosophy
PU/SHSS/CUR/09	BA Political Science
PU/SHSS/CUR/10	BA Psychology
PU/SHSS/CUR/11	BA Sociology
PU/SHSS/CUR/12	BA History
PU/SHSS/CUR/13	BA French
PU/SHSS/CUR/14	BA Kiswahili
PU/SHSS/CUR/15	BA English
PU/SHSS/CUR/16	BA German Studies
PU/SHSS/CUR/17	BA Literature
PU/SHSS/CUR/18	MA Religious Studies
PU/SHSS/CUR/19	MA Philosophy
PU/SHSS/CUR/20	MA Leadership Studies and Philosophy
PU/SHSS/CUR/21	PhD Philosophy
PU/SHSS/CUR/22	PhD Religious Studies
PU/SHSS/CUR/23	PhD Leadership Studies and Philosophy
PU/SHSS/CUR/24	Diploma in Leadership Studies and Philosophy
PU/SHSS/CUR/25	MSc Sociology
PU/SHSS/CUR/26	MSc English and Linguistics
PU/SHSS/CUR/27	MSc Kiswahili
PU/SHSS/CUR/28	PhD in Sociology
PU/SHSS/CUR/29	PhD in Linguistics
PU/SHSS/CUR/30	PhD in Kiswahili
PU/SHSS/CUR/31	PhD in Literature
PU/SHSS/CUR/32	MA Literature
School of Agricultural Sciences and Agribusiness	
PU/SASA/CUR/01	BSc. Animal Health & Production
PU/SASA/CUR/02	Diploma in Animal Health Management
PU/SASA/CUR/03	BSc. in Animal Science
PU/SASA/CUR/04	BSc. Agriculture
PU/SASA/CUR/05	BSc. Dryland Agriculture
PU/SASA/CUR/06	BSc Agriculture & Enterprise Development
PU/SASA/CUR/07	BSc. Horticulture & Marketing
PU/SASA/CUR/08	BSc Agricultural Resource Management
PU/SASA/CUR/09	BSc. in Agricultural Extension (AGE)
PU/SASA/CUR/10	BSc. Agribusiness and Trade
PU/SASA/CUR/11	Master of Science in Agronomy
PU/SASA/CUR/12	Master of Science in Agribusiness
PU/SASA/CUR/13	Master of Science in Livestock Science
PU/SASA/CUR/14	PhD in Crop Science
PU/SASA/CUR/15	PhD in Agribusiness
PU/SASA/CUR/16	PhD in Animal Science
PU/SASA/CUR/17	Diploma in Agriculture and Marketing

PU/SASA/CUR/18	Diploma in Horticulture and Marketing
PU/SASA/CUR/19	Certificate in General Agriculture
School of Human and Health Sciences (SHHS)	
PU/SHHS/CUR/01	BSc. Environmental Health
PU/SHHS/CUR/02	BSc Food Nutrition and Dietetics
PU/SHHS/CUR/03	Bachelor of Medicine and Bachelor of Surgery
PU/SHHS/CUR/04	BSc Nursing & Public Health
PU/SHHS/CUR/05	BSc Nursing Upgrading
PU/SHHS/CUR/06	MSc Public Health
PU/SHHS/CUR/07	PhD in Public Health
PU/SHHS/CUR/08	PhD in Human Nutrition
PU/SHHS/CUR/09	Postgraduate Diploma in Health Research Methods
PU/SHHS/CUR/10	Diploma in Food Nutrition and Dietetics
PU/SHHS/CUR/11	M.Sc.in Foods, Nutrition and Dietetics
School of Pure and Applied Sciences (SPAS)	
PU/SPAS/CUR/01	B.Sc. Zoology
PU/SPAS/CUR/02	B.Sc. Microbiology
PU/SPAS/CUR/03	B.Sc. Telecom & Information
PU/SPAS/CUR/04	B.Sc. Computer Science
PU/SPAS/CUR/05	B.Sc. Oceanography
PU/SPAS/CUR/06	B.Sc. Mathematics
PU/SPAS/CUR/07	B.Sc. Physics
PU/SPAS/CUR/08	B.Sc Energy & Environment
PU/SPAS/CUR/09	B.Sc. Business & IT
PU/SPAS/CUR/10	BSc Conservation Biology
PU/SPAS/CUR/11	BSc Biotechnology
PU/SPAS/CUR/12	BSc Marine Biology & Fisheries
PU/SPAS/CUR/13	BSc Botany
PU/SPAS/CUR/14	BSc Industrial Chemistry
PU/SPAS/CUR/15	BSc Biochemistry
PU/SPAS/CUR/16	BSc Biology
PU/SPAS/CUR/17	BSc Chemistry
PU/SPAS/CUR/18	Ph.D. in Biochemistry
PU/SPAS/CUR/19	Ph.D. in Biotechnology
PU/SPAS/CUR/20	Ph.D. in Botany
PU/SPAS/CUR/21	Ph.D. in Entomology
PU/SPAS/CUR/22	Ph.D. in Fisheries
PU/SPAS/CUR/23	Ph.D. in Parasitology
PU/SPAS/CUR/24	Ph.D. in Oceanography
PU/SPAS/CUR/25	Ph.D. in Immunology
PU/SPAS/CUR/26	Ph.D. in Microbiology
PU/SPAS/CUR/27	Ph.D. in Chemistry

PU/SPAS/CUR/28	Ph.D. in Computer Science
PU/SPAS/CUR/29	Ph.D. in Statistics
PU/SPAS/CUR/30	Ph.D. in Mathematics
PU/SPAS/CUR/31	Ph.D. in Renewable Energy
PU/SPAS/CUR/32	Ph.D. in Physics
PU/SPAS/CUR/33	Master of Science in Biochemistry
PU/SPAS/CUR/34	Master of Science in Biotechnology
PU/SPAS/CUR/35	Master of Science in Bioinformatics
PU/SPAS/CUR/36	Master of Science in Medical Entomology
PU/SPAS/CUR/37	Master of Science in Fisheries
PU/SPAS/CUR/38	Master of Science in Microbiology
PU/SPAS/CUR/39	Master of Science in Botany
PU/SPAS/CUR/40	Master of Science in Immunology
PU/SPAS/CUR/41	Master of Science in Chemistry
PU/SPAS/CUR/42	Master of Science in Statistics
PU/SPAS/CUR/43	Master of Science in Renewable Energy
PU/SPAS/CUR/44	Master of Science in Physics
PU/SPAS/CUR/45	Diploma in Information Technology
PU/SPAS/CUR/46	Diploma in Computer Science
PU/SPAS/CUR/47	Diploma in Applied Biology
School of Business and Economics (SBE)	
PU/SBE/CUR/01	BSc Hospitality Management
PU/SBE/CUR/02	BSc Tourism Management
PU/SBE/CUR/03	BSc Hospitality and Tourism Management (**being Phased out**)
PU/SBE/CUR/04	B.Com
PU/SBE/CUR/05	Bachelor of Maritime Studies
PU/SBE/CUR/06	Bachelor of Purchases & Supplies
PU/SBE/CUR/07	BA Economics
PU/SBE/CUR/08	B.Sc. in Agricultural Economics
PU/SBE/CUR/09	MSc. Hospitality and Tourism Management
PU/SBE/CUR/10	MSc Business Administration
PU/SBE/CUR/11	Master of Arts in Economics
PU/SBE/CUR/12	PhD in Economics
PU/SBE/CUR/13	PhD in Hospitality and Tourism Management
PU/SBE/CUR/14	PhD in Business Management
School of Environmental and Earth Sciences (SEES)	
PU/SEES/CUR/01	BSc. Environmental Studies (Community Development)
PU/SEES/CUR/02	Bachelor of Environmental Planning & Management
PU/SEES/CUR/03	BSc. Environmental Science
PU/SEES/CUR/04	BSc. Geography
PU/SEES/CUR/05	MSc in Geography
PU/SEES/CUR/06	MSc. in Environmental Science

PU/SEES/CUR/07	MSc. in Environmental Studies (Community Development)
PU/SEES/CUR/08	PhD in Geography
PU/SEES/CUR/09	PhD in Environmental Science
PU/SEES/CUR/10	PhD in Environmental Studies (Community Development)
REGULATIONS	
Academic and Students Affairs	
PU/EXAM/RGL/01	Examination Regulations for Graduate Studies
PU/EXAM/RGL/02	Examination Rules and Regulations
PU/EXAM/RGL/03	Examination Regulations for Programme in Health Sciences
DOCUMENTS	
PU/DVCAFP/DOC/01	Strategic Plan
POLICIES	
PU/DVCAFP/POL/01	Staff Training and Development Policy
PU/DVCAFP/POL/02	Documents and Records Management policy
PU/DVCAFP/POL/03	Teaching Staff Workload Policy
PU/DVCAFP/POL/04	Teaching Workload Policy for Members of Management Board
PU/DVCAFP/POL/05	Policy on Payment rates for Part-time teaching Lecturers
PU/DVCAFP/POL/07	Residential Housing Policy
PU/DVCAFP/POL/08	Transport Policy
PU/DVCAFP/POL/09	Pwani University Logo Policy
PU/DVCAFP/POL/10	Policy on Advertisement on Campus by Companies
PU/DVCAFP/POL/11	Risk Management Policy
PU/DVCAFP/POL/12	ISO Logo Policy
PU/DVCAFP/POL/13	Security Policy
PU/DVCAFP/POL/14	Income Generating Units Policy
PU/DVCAFP/POL/15	Gender Based Violence Policy
PU/DVCAFP/POL/16	Gender Policy
PU/DVCAFP/POL/18	Policy on Allocation of Land and other Resources to Graduate Students for Research
PU/DVCAFP/POL/19	Criteria for Appointment and Promotion of Teaching and Research Staff
PU/DVCAFP/POL/20	Criteria for Appointment and Promotion of Non-Teaching Staff
PU/DVCAFP/POL/21	Policy on Naming of University Building, facilities, spaces and streets.
PU/DVCAFP/POL/22	Policy on Appointment of Academic Staff while on Sabbatical leave at Pwani University
PU/DVCAFP/POL/23	Laboratory Waste Management and Disposal Policy
PU/DVCAFP/POL/27	Policy on Change Management
PU/DVCAFP/POL/29	Communication Policy
PU/DVCAFP/POL/30	Student Fee Payment Policy
PU/DVCAFP/POL/31	Policy on Formulation of Policies
PU/DVCAFP/POL/32	Policy on Management of Property belonging to Customers/External Providers
PU/DVCAFP/POL/34	Anti corruption Policy
PU/DVCAFP/POL/35	Policy on Disposal of Pwani University Vehicles and other Motorised Equipment
HUMAN RESOURCE	
PU/HR/POL/01	Terms of Service for Teaching Members of Staff on Academic Grades 11-15
PU/HR/POL/02	Terms of Service for Non-Teaching Members of Staff on Academic Grades 11-15
PU/HR/POL/03	Terms of Service for Staff on Grades A-F
PU/HR/POL/04	Terms of Service for Staff on Grades I-IV

PU/HR/POL/08	Code of Conduct and Ethics
PU/HR/POL/10	Human Resource Policy
PU/HR/POL/11	Performance Management Policy
HEALTH UNIT	
PU/HU/POL/01	Health Unit Policy
STANDARD OPERATING PROCEDURES	
PU/DVCAFP/SOP/01	Performance Contracting
PU/DVCAFP/SOP/02	Naming of Buildings facilities, Spaces and Streets
PU/DVCAFP/SOP/03	Coordination of Management Board Meetings
PU/DVCAFP/SOP/04	Process for Planning, Development and Insurance of Infrastructure and Assets
PU/DVCAFP/SOP/05	Budget preparation, revenue collection and expenditure
PU/DVCAFP/SOP/06	Appointment of Academic Staff while on sabbatical leave at Pwani University
Deputy Registrar, Central Services	
PU/DRCS/SOP/01	Estate Development
PU/DRCS/SOP/02	Transport
Internal Audit	
PU/IA/SOP/02	SOP for Internal Audit
Human Resource	
PU/HR/SOP/01	Leave Application and Processing
PU/HR/SOP/02	Permission to be Away
PU/HR/SOP/03	Staff Recruitment and Selection
PU/HR/SOP/04	Application for Promotion and Review
PU/HR/SOP/05	Employee Discipline and Disciplinary Procedure
PU/HR/SOP/06	Employee Training and Recruitment
PU/HR/SOP/07	Employee Medical Scheme and Registration Process
PU/HR/SOP/08	SOP for In-House Staff Training
Health Unit	
PU/HU/SOP/01	SOP for Bio Chemistry
PU/HU/SOP/02	Examination of Blood for Malaria Parasites
PU/HU/SOP/03	SOP for Staining of Blood Slide for Malaria Parasites
PU/HU/SOP/04	SOP for Hemoglobin Test
PU/HU/SOP/05	SOP for Microscopic Examination of the Stool
PU/HU/SOP/06	SOP for Microscopic Examination of the Stool Concentration Method
PU/HU/SOP/07	SOP for Waste Disposal and Decontamination in the Procedure Room
PU/HU/SOP/08	SOP for Sterilizing Instruments
PU/HU/SOP/09	SOP for High Level Disinfection
PU/HU/SOP/10	SOP for Patient Flow Chart
FORMS	
DVC AFP	
PU/DVCAFP/FORM/01	Academic Staff Dev. Award (ASDA) Application Form
PU/DVCAFP/FORM/02	Senior Academic Staff Dev. Award (SASDA) App. Form
PU/DVCAFP/FORM/03	Non-Academic Staff Award(NASTA) Application Form
PU/DVCAFP/FORM/04	Lease Agreement for Graduate Research Farms of Pwani University
PU/DVCAFP/FORM/05	Consultancy Form
PU/DVCAFP/FORM/06	IGU Capital Fund Application Form
PU/DVCAFP/FORM/06	Form for Tracking Renewal of Statutory Licenses/Certificates/Reports
Registrar AFP	
PU/RAFP/FORM/01	Request for Boardroom Reservation Form
PU/RAFP/FORM/02	Risk Monitoring Form

Deputy Registrar Central Services	
PU/TRANS/FORM/01	Transport Requisition Form for Academic Trips
PU/TRANS/FORM/02	Transport Requisition Form for Tuesdays and Thursdays to Mombasa
PU/TRANS/FORM/03	Transport Requisition Form
PU/DRCS/FORM/01	Cleaning Supervision Form
Security	
PU/SEC/FORM/01	Notice of visitors Form
PU/SEC/FORM/02	Gate Pass Form
PU/SEC/FORM/03	Lost and found Form
PU/SEC/FORM/04	Request for Police Abstract Form
PU/SEC/FORM/05	Request to host a function Form
PU/SEC/FORM/06	Request for Security Services Form
PU/SEC/FORM/07	Pwani University Visitors Vehicle Register Form
PU/SEC/FORM/08	Replacement of Lost Student ID Card Form
PU/SEC/FORM/09	Pwani University Vehicle Register Form
PU/SEC/FORM/10	Security Staff Extended Duty Form
PU/SEC/FORM/11	Gate Pass for Pwani University Vehicles Form
PU/SEC/FORM/12	Incident/Missing Items Form
PU/SEC/FORM/13	Request for Temporary Access Pass Form
Maintenance	
PU/EST/FORM/01	Allotment Criteria for Staff Houses
PU/EST/FORM/02	Technical Service Request Form
Health Unit	
PU/HU/FORM/01	Refund of Medical Bills
PU/HU/FORM/02	Referrals to KCH
PU/HU/FORM/03	Ultra Sound/X-Ray Request Form
PU/HU/FORM/04	Sick Leave Form
PU/HU/FORM/05	Monthly Morbidity Report Form
PU/HU/FORM/06	Monthly Laboratory Report Form
Human Resource Office	
PU/HR/FORM/01	Employment/Staff Requisition
PU/HR/FORM/02	Candidate Information Sheet- Academic
PU/HR/FORM/03	Candidate Information Sheet – Non Teaching
PU/HR/FORM/04	Medical Examination Report
PU/HR/FORM/05	Confidential Staff Information Sheet
PU/HR/FORM/06	Pension Deductions
PU/HR/FORM/07	Nomination of Beneficiary
PU/HR/FORM/08	Application for Medicare
PU/HR/FORM/09	Induction Program
PU/HR/FORM/10	Staff Movement Advice
PU/HR/FORM/11	Leave Application Form
PU/HR/FORM/12	Permission to be away/Acceptance to stand in
PU/HR/FORM/13	Confidential Report
PU/HR/FORM/14	Study Leave Bond
PU/HR/FORM/15	Indemnity
PU/HR/FORM/16	Clearance Certificate on Separation
PU/HR/FORM/17	Staff Exit Interview
PU/HR/FORM/18	Interview Score sheet for Assistant Lecturer/ Assistant Researcher
PU/HR/FORM/19	Interview Score sheet for Lecturer/Researcher

PU/HR/FORM/20	Interview Score sheet for Senior Lecturer/Senior Researcher
PU/HR/FORM/21	Interview Score sheet for Associate Professor/ Associate Researcher Fellow
PU/HR/FORM/22	Interview Score sheet for Professor/ Researcher Professor
PU/HR/FORM/23	Interview Score sheet for Grade I-IV
PU/HR/FORM/24	Interview Score sheet for A to 15
PU/HR/FORM/25	Casual Labour Work Schedule
PU/HR/FORM/27	Job Description
PU/HR/FORM/28	Performance Objectives
PU/HR/FORM/29	Performance Review
PU/HR/FORM/32	Participants' Training Evaluation Form
Guest House	
PU/GH/FORM/01	Guest Registration Form
PU/GH/FORM/02	Meals and Conference room booking
PU/GH/FORM/03	Accommodation and Meals Analysis Form
PU/GH/FORM/04	Guest House Booking Form
ICT FORMS	
PU/ICT/FORM/01	ICT Services Request Form
PU/ICT/FORM/02	E-mail Account Request Form
PU/ICT/FORM/03	E-mail Password Reset Form
PU/ICT/FORM/04	Machine Movement Form
PU/ICT/FORM/05	Preventive Maintenance Form
PU/ICT/FORM/06	Website Job Card Form
PU/ICT/FORM/07	Multimedia Request Log-Book Form
PU/ICT/FORM/08	Multi-Media Services Request Form
Finance	
PU/FIN/FORM/04	Claim Voucher Form
PU/FIN/FORM/09	Fixed Assets Movement Form
REGISTERS	
PU/DVCAFP/RGT/01	Risk Register
M & E TOOLS	
RESEARCH DIVISION	
POLICIES	
PU/DVCRE/POL/01	Research Policy
PU/DVCRE/POL/03	Environmental Sustainability Policy
STANDARD OPERATING PROCEDURES	
PU/DVCRE/SOP/01	SOP for Research Grant Award
PU/DVCRE/SOP/02	SOP for University workshop, seminar and conference organization
PU/DVCRE/SOP/03	SOP for MoU document development, signing and implementation
PU/DVCRE/SOP/04	SOP for awarding incentives for publishing journal articles, books or book chapters
FORMS	
PU/DVCRE/FORM/01	Proposal Review Form
PU/DVCRE/FORM/02	Research Grant Contract Form
PU/DVCRE/FORM/03	Declaration of Principal Investigator Form
PU/DVCRE/FORM/04	Financial Request Form
PU/DVCRE/FORM/05	Monitoring and Evaluation Form
PU/DVCRE/FORM/06	Invention and Patent Form
PU/DVCRE/FORM/07	Visiting Researcher Contract
PU/DVCRE/FORM/08	Publication Incentive Request form

DOCUMENTS WITH REFERENCES OF EXTERNAL ORIGIN	
FORM 227	Laboratory Request Form
FORM 501	Prescription Form
PU/CUE/USG/VOL.1	CUE-Universities Standards and Guidelines – October 2014

Appendix 2: Master List of Documents Pending completion as at 31st January 2018

(The update is available in the electronic version only)

ACADEMIC DIVISION	
POLICIES	
PU/DVCASA/POL/02	Alcohol and Drug Abuse Policy
PU/DVCASA/POL/03	HIV/AIDS Policy
PU/DVCASA/POL/08	Travel Policy
PU/DVCASA/POL/09	ICT Policy
PU/DVCASA/POL/13	Policy on Student Accommodation
PU/DVCASA/POL/14	Policy on Management of Outstanding CDF Bursaries
PU/DVCASA/POL/15	Policy on Student File Handling
PU/DVCASA/POL/16	Policy on Issuance of Examination Cards
STANDARD OPERATING PROCEDURES	
PU/DOS/SOP/01	Student Accommodation
PU/DOS/SOP/02	Student Affairs
PU/SCU/SOP/01	Student Catering Unit
PU/ACU/SOP/01	Standard Operating Procedures of ACU
PU/SGS/SOP/01	SOP for processing of application for Post Graduate admission.
PU/SHSS/SOP/01	Examination Results Processing
PU/NURS/SOP/01	Standard Operating Procedures for Clinical Placement
Deputy Vice Chancellor Academics and Student Affairs	
PU/DVCASA/FORM/02	Transmittal Form
Admissions	
PU/ADMS/FORM/05	Joining Instruction for Post Graduate Form
PU/ADMS/FORM/06	Joining Instructions for Undergraduate Form
PU/ADMS/FORM/08	Registration Procedure Form
PU/ADMS/FORM/11	Under Graduate Application Form
PU/ADMS/FORM/14	Student Registration Form (Freshers)
	Class Attendance Form
LIBRARY	
PU/LIB/FORM/01	Authorization Form
POLICIES	
PU/DVCAFP/POL/06	Policy on Car Loan
PU/DVCAFP/POL/17	Disability Mainstreaming Policy
PU/DVCAFP/POL/33	Monitoring and Evaluation Policy
PU/DVCAFP/POL/34	Anti corruption Policy
HUMAN RESOURCE	
PU/HR/POL/05	Induction Policy
PU/HR/POL/09	Reward and Recognition Policy
STANDARD OPERATING PROCEDURES	
PU/DVCAFP/SOP/07	Laboratory Waste Management and Disposal
PU/DVCAFP/SOP/08	SOP for Policy on Formulation of Policies
PU/DVCAFP/SOP/09	SOP for Change Management
PU/DVCAFP/SOP/10	SOP for Communication
Security	
PU/SEC/SOP/01	SOP for Security Department
FORMS	
Registrar AFP	

Human Resource Office	
PU/HR/FORM/26	Interview Score Sheet for Technical staff
REGISTERS	
PU/DVCAFP/RGT/02	Risks and Opportunities Register
M & E TOOLS	
PU/HR/TOOL/01	Staff Appraisal Tool
RESEARCH DIVISION	
POLICIES	
PU/DVCRE/POL/02	Intellectual Property Rights Policy

Appendix 3: Master List of Proposed Required Documents as at 31st Janaury 2018

Title	Responsible Office
PLAN	**VC**
Business Continuity Plan	DVC AFP
Security and Safety Master Plan	DVC AFP
Security and Safety Strategic Plan	DVCAFP
Security and Safety Handbook	DVCAFP
POLICIES	
Policy on Nomination of Recipients of Honoris Causa	DVC ASA
Special Needs Policy	DVC ASA
Policy on Handling of Students' fees	DVC ASA
Plan for sustainability of programmes teach-out plan (Both Regular & ODeL)	DVC ASA
Security and Safety Policy	DVC AFP
STANDARD OPERATING PROCEDURES	
Examinations handling	DVC ASA
Handling University Equipment	DVC ASA
TOOLS	
Academic Staff Survey Tool	DVC ASA
Evaluation Matrix for Proposals	DVC RE
Monitoring and Evaluation Research Progress	DVC RE
GUIDELINES	
Pwani University Course Coding Guideline	DVC ASA
POLICIES	
Office Allocation	DVC AFP
Policy on Caution Money and Prepaid Fees Bank Account	DVC AFP
Finance Policy	DVC AFP
Policy on Change Management	DVC AFP
Procurement Policy	DVC AFP
Policy to guide Credit Sales	DVC AFP
TOOLS	
Non-Teaching Staff Survey	DVC AFP
HUMAN RESOURCE	
POLICY	
Leave Policy	HRO
MANUALS	
Human Resource Manual	HRO
STANDARD OPERATING PROCEDURES	
SOP for payment of Imprests	DVC AFP
FORMS	
DVC AFP	
Declaration of Conflict of Interest Form	DVC AFP
Risks and Opportunities Register	DVC AFP
Asset Register	DVC AFP
FORMS	
Monitoring and Evaluation for Research Performance Form	DCV RE