

Policy on Administration

Policy Title – Policy on Administration

Policy Number – 04

Functional Area – Administration

Effective date – 01.03.2024

Approving Authority: The Council, Lincoln Institute of Graduate Studies

Administrative Responsibility: Vice Chancellor, Deans, Registrar, Librarian and Bursar

Rationale and Purpose: To establish a framework for efficient and effective governance and management of institutional affairs in compliance with the mission of Lincoln Institute of Graduate Studies. It aims to achieve accountability and responsibility of the officers for implementing relevant policies.

Scope –

This policy will apply to the following Offices;

1. Vice Chancellor
2. Deputy Vice Chancellor (If any)
3. Deans of Faculties
4. Registrar
5. Librarian
6. Bursar
7. Heads of the Departments
8. Heads of Divisions
9. All academic staff

Policy Statement –

Lincoln Institute of Graduate Studies is dedicated to do its administration by adhering to the provisions of this policy for Administration. This policy will guide in achieving objectives of the Lincoln Institute of Graduate Studies in accordance with its vision and the mission.

Key areas of focus of this policy will be;

- Recruitment of permanent and other staff

- Student Registration, teaching, conducting examination, evaluating & release of results, transcripts, hold convocation and awarding ceremonies both for internal and external gradients
- Formulation and maintenance of the institute academic calendar

Administrating the institute with the relevant bodies

- Monitoring the provisions of the by-laws
- Maintenance of official records and manage Information
- Library facilities and systems
- Student/staff welfare facilities
- Fund disbursement and monitoring
- Procurements
- Maintenance and audit of financial flows and records
- Maintenance, construction and evaluation the progress
- Ensure Safety and security and wellbeing of the students and the staff
- Providing infrastructure, IT and other facilities
- Research administration
- Legal activities
- Flinch benefits
- Any other related matters as and when necessary

Performance Measurement:

The performance measured based on key performance indicators of the corporate plan of the Lincoln Institute of Graduate Studies.

Related Documents/ Policies

a). Legislative Context:

Universities Act/Establishment Code, appropriate instruments /Circulars/ Prohibition of ragging and other forms of violence in Educational Institutions Act No. 20 Of 1998

b). Associated Documents:

Corporate Plan of the Lincoln Institute of Graduate Studies 2024-2025

Internal Quality Assurance, Internal Audit – may be for monitoring purpose

Implementation:

Implementation will occur through the following actions:



- Tabling at Senate and the Council
- Email/send by hand memo to all Heads of Departments of the institute.
- Placing the Policy under other approved policies in the institute in the institute Website
- Inclusion in student handbook (whichever is relevant)