
	<b>Standard Operating Procedure</b>	<b>(DVC-ADM/ALM/03)</b>
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<b>TITLE</b>	<b>AUTHOR</b>
<b>Events, Services and Products (DVC-ADM/ALM/03)</b>	<b>HEAD OF ALUMNI RELATIONS DEPARTMENT</b>
	<b>NO. OF APPENDICES:</b>

**AUTHORIZATION**


This Standard Operating Procedure is issued under the authority of:

<b>TITLE</b>	<b>DEPUTY VICE CHANCELOR ADMINISTRATION</b>
<b>SIGNATURE</b>	
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**NOTE:**

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Head Alumni Department and the DVC-Administration office

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### 0.2 RECORD OF CHANGES

No.	Date (dd-mm-yy)	Details of Changes		Authorization Name & Signature
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### 0.3 Distribution / Circulation


This Standard Operating Procedure is available at relevant functions for authorized users

**1.PURPOSE:** This procedure outlines how to provide services (such as career guide, selling of souvenirs, internship, placements, vacant job positions notifications etc.) to CUEA Alumni.

**2. SCOPE:** This procedure applies to all products and services provided by the Alumni office to the CUEA Alumni members.

#### **3.REFERENCES:**

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### 3.1 ISO 9001:2008 Documentation

### 3.2 CUEA-AA Draft constitution

## 4.0 TERMINOLOGY/ABREVIATION


4.1	CUEA	The Catholic University of Eastern Africa
4.2	HOD	Head of Department
4.3	DVC	Deputy Vice Chancellor
4.4	AEC	Alumni Executive Committee
4.5	Admin	Administration
4.6	Alumni	Graduates of CUEA, Current or former staff of CUEA who have been found fit to be recruited and they seek membership and members of the society who have been found fit to be recruited and they seek membership.
4.7	CUEA-AA	The Catholic University of Eastern Africa Alumni Association
4.8	AAC	Alumni Advisory Committee

**5.0. RESPONSIBILITY:** HOD and AEC have the overall responsibility of ensuring that this procedure is applied for the provision of services and products for CUEA alumni.

## 6.0. PROCEDURE DETAILS

6.1. The HOD shall prepare a list of proposed services and products.

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6.2. The HOD and AEC shall call for a meeting to deliberate on the proposed services and products.

6.3. The HOD shall call for an AAC meeting to approve or advise on the proposed services and products.

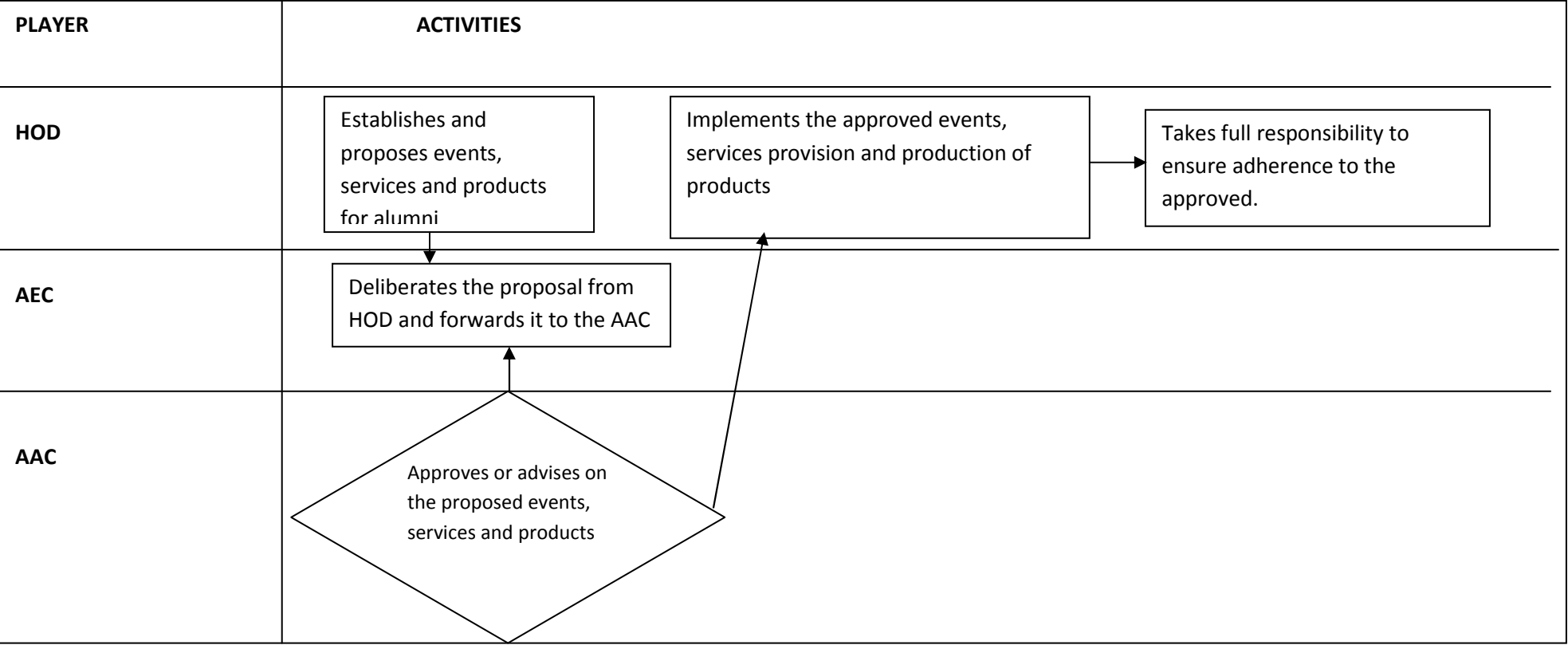
6.4. The HOD/AEC shall implement the approved services and products.

6.5. HOD/AEC/AAC reviews the services/products.

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**Process Maps of Alumni Events, Services and products**



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