



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR PRIVATE HOSTEL AFFILIATION (CUEA/DVC ADM/DOS/02)	DEAN OF STUDENTS
	NO. OF APPENDICES:
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AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2). 2. Controlled copies of this document will be in the DVC Administration and Dean of Students' offices. 	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date (dd-mm-yy)	Details of Changes		Authorization Title
		Page	Clause/subclause	
1		3	6.4(identification of forms)	DOS
2		6	7.0 (Appendix C:identification of forms)	DOS

0.3 Distribution / Circulation

This Standard Operating Procedure is available on CUEA servers for authorized users.

1.0 PURPOSE

This procedure aims to ensure that hostels are affiliate/registered as per the standards set by the Catholic University.

2.0 SCOPE

This procedure applies to all private/individual hostels that wish to accommodate students of CUEA and are within 5km from the University.

3.0 REFERENCES

- 4.1 Catholic Identity: Meaning and Implication
- 4.2 CUEA Quality Management Manual

4.0 TERMS AND DEFINITIONS

4.1 Private/individual hostel: a structure which provides accommodation and sometimes also including food to students during their period of study and is managed by an individual/organization independent of the university for commercial purposes.

4.2 Affiliation/Registration: The act of allowing a hostel to be associated with the university after meeting the set requirements/standards by the University.

5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility to ensure that the affiliated hostels meet and maintain the set rules and regulations.

6.0 METHOD

6.1 The hostel in question shall make a letter of introduction to the Dean of Students requesting for registration.

6.2 The Dean of Students shall review the received applications and he/she shall short list the hostels that will have met the set preliminary requirements.

6.3 The Dean of Students shall inform the short listed of the date and the time of inspection.

6.4 The Dean of Students shall thoroughly inspect the designated areas and rate to ensure the standards set by the University are not compromised (CUEA/DVC ADM/DOS/12/fm1).

6.4.1 If the hostel meets the minimum requirements/standards the Dean of Students shall approve the hostel(s).

6.4.2 If the Hostel does not meet the set minimum requirements he/she shall not be approve it.

6.5 The Dean of Students shall give a letter of acceptance to the approved hostel(s) and a copy shall be retained by the office.

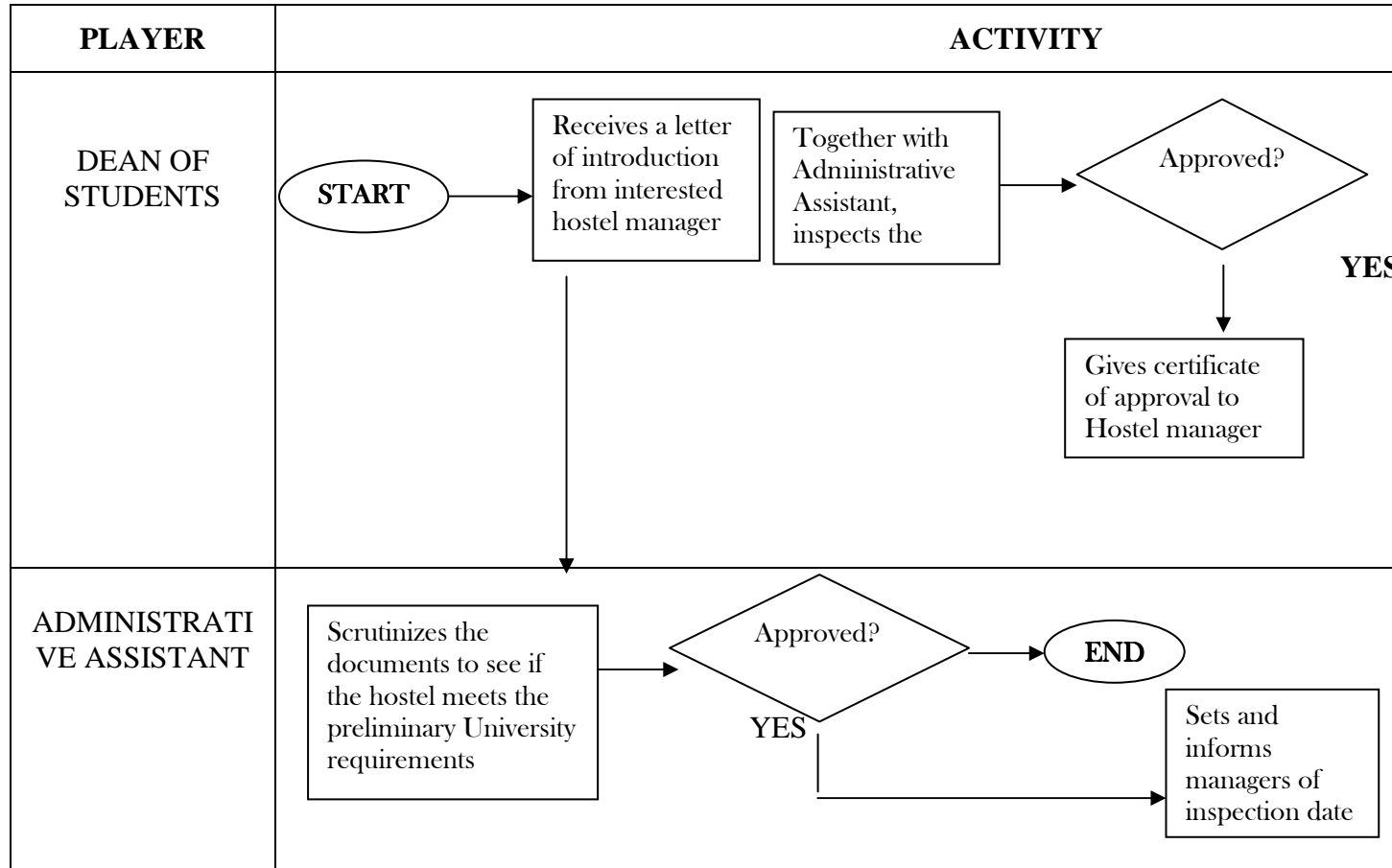
7.0 APPENDICES

7.1 Appendix A: Flow Chart

7.2 Appendix B: Criteria for hostel assessment

7.3 Appendix C: Hostel Assessment Form

APPENDIX A: PROCEDURE FOR AFFILIATING PRIVATE HOSTELS



APPENDIX B: CRITERIA FOR HOSTEL ASSESSMENT

The elements to be assessed include the following:

1. Dining facilities
2. Bathroom conditions/ general hygiene/ Sewerage
3. Sleeping conditions
4. External housing conditions includes:
 - Stairs
 - Roof, gutters, and chimney
 - Exterior surfaces
 - Windows and doors
 - Driveway
 - Sidewalk
 - Landscaping
5. Windows & Doors –All doors and doorframes; and windows including panes of glass set in a frame.
6. Sidewalks –paved walk for pedestrians at the side of a street
7. Stairs- Steps and risers from level to another; the bar used for a handhold; area adjoining an entrance to a building and usually having a separate roof.
8. Landscaping – The planning, design, management, and preservation of vegetation on the land.
9. Roof, Gutters, Downspouts, Chimneys – Material that forms the outer protection against the weather; troughs connected to spouts that route water away from the structure.
10. Exterior Surfaces – protective surfaces including paint, siding, or other material and the structural elements that add strength, bear weight, or insulate the structure.
11. Foundation – The wall of poured concrete, concrete blocks or stones that support the weight of the house.
12. Driveways - private road giving access from a public way to a building on abutting grounds

After assessing the above element use the provided scale i.e. 1-6 to rate them: 1 represents excellent and 6 represents poor. Then give general remarks or supporting information for the choice of your rating. Only the hostel(s) that has at least 60% shall be approved.

APPENDIX C: CRITERIA FOR HOSTEL ASSESSMENT



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<p>Hostel Name: _____</p> <p>Location: _____</p> <p>Date on Site: _____</p> <p>Officer Name(s): _____</p> <p>Signature: _____</p>
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1. What is the condition of the dining facility?

- Very pleasant
- Somewhat pleasant
- Neither pleasant nor unpleasant
- Somewhat unpleasant
- Very unpleasant

Remarks:

2. What is the condition of the bathrooms/Toilet/Latrine?

- Excellent
- Good
- Average

Fair

Poor

Remarks: _____

3. What is the state of the sleeping conditions?

Excellent

Good

Average

Fair

Poor

Remarks: _____

4. What is the state of external housing conditions?

Well Maintained

Moderately Well Maintained

Needs Only Minor Repair

Needs Moderate Repair

Needs Major Repair

Not Salvageable

Remarks: _____

5. What is the general security condition of the area?(Assessor may interview any resident around for accurate information)

- Well Maintained
- Moderately Well Maintained
- Needs Only Minor Repair
- Needs Moderate Repair
- Needs Major Repair
- Not Salvageable

Remarks: _____

