



The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PRIVATE HOSTEL AFFILIATION (CUEA/DVC ACA/DOS/02)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	FOUR (4) 7.1 – 7.4
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMICS
SIGNATURE	
DATE	21 November 2018
ISSUE DATE	21 November 2018
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Deputy Vice Chancellor Academic Affairs and the Dean of Students office	

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ACA/DOS/02
Title	PROCEDURE FOR PRIVATE HOSTEL AFFILIATION	Page 2 of 9

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0.	Contents And Record Of Changes	2
1.0	Purpose.....	2
2.0	Scope.....	3
3.0	References.....	3
4.0	Definition Of Terms.....	3
5.0	Principal Responsibilities.....	3
6.0	Method.....	3
7.0	Appendices.....	4
7.1	Context.....	4
7.1.1	External / Internal Factors.....	4
7.1.2	Relevant Interested Parties.....	4
7.2	Risk Analysis And Control	5
7.3	Required Organizational Knowledge.....	6
7.4	Process Map	9

0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1.	21-11-2018	All	Review of Procedure to adhere to ISO 9001:2015	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.

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACA/DOS/02
Title	PROCEDURE FOR PRIVATE HOSTEL AFFILIATION	Page 3 of 9

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

- 3.1 Catholic Identity: Meaning and Implication
- 3.2 CUEA Quality Management Manual

4.0 DEFINITION OF TERMS

- 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/DVCACAD/DOS/12/fm1).

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACA/DOS/02
Title	PROCEDURE FOR PRIVATE HOSTEL AFFILIATION	Page 4 of 9

- 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 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Socio-economic factors	Lack of affordability
(ii)	Drug and substance abuse	Non-completion
(iii)		
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Socio-economic factors	University to build its own hostel
(ii)	Lack of facilitation by the university e.g. means of transport	Students end up in hostels that are not inspected (security risks)
(iii)		

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Students/parents/sponsors	Conducive accommodation
(ii)	University	Conducive accommodation/students numbers
(iii)		


Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACA/DOS/02
Title	PROCEDURE FOR PRIVATE HOSTEL AFFILIATION	Page 5 of 9

7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1.	Lack of affordability	Socio-economic factors	3	3	9	High	Government policies
2.	Non-completion	Drug and substance abuse	3	3	9	High	mentorship, counselling, sensitization, rehabilitation
3.	University to build its own hostel	Socio-economic factors	3	3	9	High	
4.	Students end up in hostels that are not inspected (security risks)	Lack of facilitation by the university e.g. means of transport	2	3	6	Medium	

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ACA/DOS/02
Title	PROCEDURE FOR PRIVATE HOSTEL AFFILIATION	Page 6 of 9

7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Well conversant with the affiliated 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.

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------



Standard Operating Procedure

CUEA/DVC
ACA/DOS/02

Title

**PROCEDURE FOR PRIVATE HOSTEL
AFFILIATION**

Page 7 of 9

APPENDIX C: CRITERIA FOR HOSTEL ASSESSMENT

Hostel Name: _____

Location: _____

Date on Site: _____

Officer Name(s): _____

Signature: _____

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: _____

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------



Standard Operating Procedure

CUEA/DVC
ACA/DOS/02

Title

**PROCEDURE FOR PRIVATE HOSTEL
AFFILIATION**

Page 8 of 9

3. What is the state of the sleeping conditions?

Excellent
 Good

Average
 Poor

Fair

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)

Very high
 High
 Moderate
 Low
 Very Low

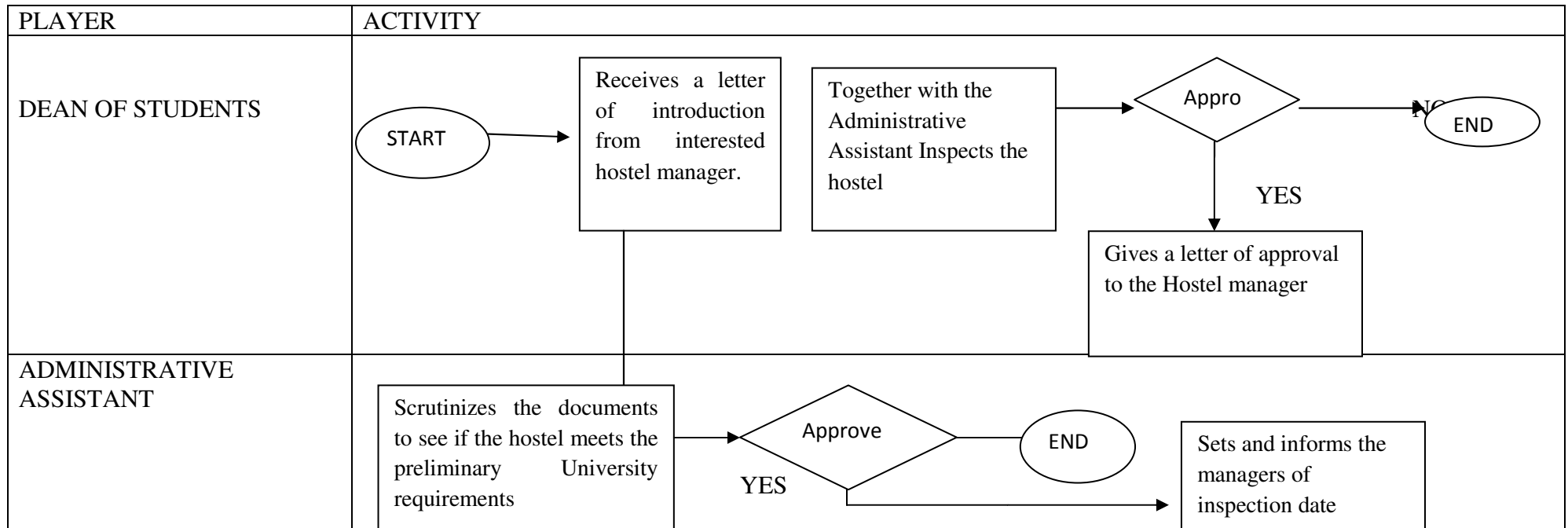
Remarks: _____

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACA/DOS/02
Title	PROCEDURE FOR PRIVATE HOSTEL AFFILIATION	Page 9 of 9

7.4 PROCESS MAP

APPENDIX A: PROCEDURE FOR AFFILIATING PRIVATE HOSTELS



Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------