

DEPARTMENT OF AGRICULTURAL RESOURCE MANAGEMENT SERVICE CHARTER

Preamble

The School of Agriculture is founded on the principle of responsiveness and preparedness to Agricultural challenges and improvement of humanity. It is therefore our commitment to offer services and products where applicable.

Vision

To be a leading and vibrant centre of excellence in Training, Research and Extension for sustainable agriculture.

Mission

To produce highly trained man power in various agricultural disciplines to meet the growing challenges in our dynamic world.

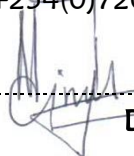
S/No.	Services Offered	Process/Requirement	Cost	Timeframe
1.	Responding to formal correspondences	Formal correspondence	Nil	2 days
2.	Student Registration	Filled in units/withdrawal registration forms	Nil	Within three weeks of a semester
3.	Processing of students requests Common requests are -intra/inter school transfers -financial support recommendation -student recommendation to be away -credit waiver request -unit registration	Filled in Application forms	Nil	 1 day 1 day 1 day 3 wks 2 days

4.	Processing of staff request	Formal staff request	Nil	1 day
5.	Processing of postgraduate proposal/thesis	Proposal drafts/thesis drafts forwarded by respective HoD	Nil	Three weeks from submission by chairmen to Dean SoA
6.	Processing of students/staff clearance	Filled student/staff clearance form	Nil	1 day
7.	Processing of examination results	Submitted examination results by HoDs	Nil	4 weeks
8.	Issuance of Provisional Results	Approval of Results by University College Academic Board	Nil	2 weeks

For Further clarification or concern about the above services and their provisions, kindly contact:

a) Dean, CoD through the following:

Tel: +254(0)720487126 or e-mail: nthakanio.paul@embuni.ac.ke



Dean, CoD

5/5/15

Date:

