

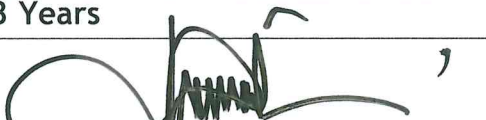


# UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

## PRINTING POLICY

### Policy Schedule

Title	Printing Policy
Policy Lead Contact	UIS
Date of approval	June 2016
Approving Body	Cabinet
Sensitization date	
This version No.	01
First Revision	June 2019
Second Revision	
Policy Linkage	Procurement
Review Interval	3 Years
Vice Chancellor's signature	

## **Preamble:-**

Uganda Christian University (UCU) is a private, not-for-profit University, established by the Anglican Church of Uganda in 1997. In 2004, the University was chartered as the first private University in the country. UCU operates 4 campuses (Mukono, Arua, Kampala and Namugongo) and 2 constituent colleges in Mbale and Kabale. The Christian Identity of Uganda Christian University is espoused in the Instruments of Identity, and the House of Bishops is corporately and exclusively custodian of the Instruments of Identity.

Staff and Students are required to respect the Instruments of Identity and to observe the laid down rules and the Code of Conduct BOTH at the University and while away on official or authorized events.

**MOTTO:** *“Alpha and Omega: God the Beginning and the End”*

**VISION:** *“A Centre of Excellence in the Heart of Africa”*

**MISSION:** *“To Equip students for productive, holistic lives of Christian faith and service”*

**CORE VALUES:** *Christ-Centredness, Diligence, Integrity, Servanthood, Stewardship*

**THEME:** *“A Complete Education for A Complete Person”*

In its Strategic Plan (2012-2018), UCU aims at achieving the following objectives:

**Identity:** UCU’s identity as an authentic Christian institution.

**Governance and leadership:** Accountable leadership.

**Teaching and learning:** A high quality education with a diverse yet integrated curriculum.

**Targeted research:** Rigorous, relevant, focused and innovative research.

**Service to the Community:** Assisting communities to achieve holistic development.

**Student recruitment and development:** A diverse array of students.

**Staffing:** Attracts, recruits, and retains a staff noted for excellence in teaching, research, and praxis.

**Great campuses:** The physical infrastructure that meets the education, ICT, and administrative needs and standards while preserving campus history and beauty.

## **INTRODUCTION AND BACKGROUND**

Developments in technology are driving many changes in the work place today. One of those is in the area of printing. Over the years it has been noted the cost of

printing is one of the major expense items at UCU and needs cost rationalization. Reckless printing, among others, involves misuse of resources, time and paper wastage.

## **1.0 POLICY RATIONALE**

UCU is desirous to minimize costs and also embrace technological changes to free up resources for development. To this end, a printing policy is proposed to guide the operations of UCU when it comes to printing. The policy has been adopted through a consultative process from all concerned stakeholders.

## **3.0 POLICY GOALS**

The goal of the UCU printing policy is to control costs, ensure that equipment is properly maintained and in working orders; and ensure compliance of responsible users of computing equipment (i.e. for University business). The policy will be overseen by UIS.

## **4.0 SPECIFIC OBJECTIVES**

This printing policy will serve the following:

- 4.1 Provide guidelines on acceptable and non acceptable printing
- 4.2 Provide guidelines on use of printing related materials
- 4.3 Provide guideline on use of printers and copiers
- 4.4 Provide guidelines on sanction over those who violate policy

## **5.0 SCOPE**

This Policy applies to all university faculty/departments and activities

## **6.0 ACCEPTED AND UNAUTHORIZED PRINTING**

- 6.1 Authorized printing is only for official work
- 6.2 Unauthorized printing includes but is not limited to;
  - a) Notes other than Facilitator hand out (one copy);
  - b) Printing for personal benefit
- 6.3 Teaching Assistants may not print anything, other than assignments from their faculty supervisors.
- 6.4 Large capacity jobs of over 100 pages; HOD/ Deans should authorize them through an approval form (Appendix 1)

6.5 Only Dean, HODs, administrators, and secretaries have access to printers if a print job is larger than 100 pages, including tests for large classes.

6.6 Unless otherwise stated, and after appropriate authorization, Copyrighted materials are not authorized by the university

## **7.0 MEETINGS**

7.1 UCU has adopted the conduct of paperless meetings; hence all Departmental level meetings shall be paperless.

7.2 This policy requires soft copy for all authorized meetings to avoid usage/wastage of paper

7.3 Documents should be uploaded on the icloud for access by members or posted to their mails for reading on their computers/laptops.

## **8.0 MAINTENANCE**

8.1 All printers / copiers located within all Faculties/Departments will be supported and maintained by the University ICT Services [UIS] staff. No person is allowed to service or maintain them without proper authorization or identification issued by the Director/Manager, UIS; i.e. unauthorized (other) staff shall not solicit externally or carry out maintenance or repair works.

8.2 It is the Faculty/ department's responsibility to immediately contact the University ICT Services [UIS] office when additional paper/toner/malfunction needs arise.

8.3 Faculty/Departments shall raise requests for servicing 14 days before expiry [of the needed items] to allow time for acquisition and works needed.

8.4 UIS will have 7 working days to respond to a Faculty / Department's request.

8.5 ONLY parts from the authorized vendor/agent (e.g. toner, spares) shall be supplied to printers and photocopiers of the University. No third party toner cartridges or supplies shall be purchased or inserted into any printer/photocopier at any time.

## 9.0 SANCTION OF POLICY DEFAULT

9.1 Failure to adhere to policy will attract disciplinary proceedings as per

Staff regulations:

- i) Verbal Warning,
- ii) ii) Written Warning,
- iii) v) Staff Tribunal

**Appendix 1: Approval Form**



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**UNIVERSITY ICT SERVICES**

**AUTHORISATION FOR PRINTING FORM**

Type of Job to be Printed (Tick appropriately)

Official .....

Personal .....

Size of the Document .....Pages

	Name	Title	Ext/Tel No'	Signature	Date
Requested by					
Recommended by					
Approved by					