



KITALE NATIONAL POLYTECHNIC

QMS CONTEXT DOCUMENT – OFFICE OF THE DEAN OF STUDENTS

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Prepared/Reviewed by: Dean of Students

Signature.....

Approved by: Principal

Signature..... 

Issued by: Management Representative

Signature..... 

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Interested Parties					
#	Interested Party	Internal or External	Summarize expectations or requirements	References	Responsibilities
1	KATTI SPORTS AND RECREATION	EXTERNAL	TIMELY PRESENTATION OF TEAMS FOR CHAMPIONSHIP	TEAM LIST/TEAM PHOTOS/FINANCE	HOD SPORTS AND RECREATION
2	HEL B	EXTERNAL	Timely communication on opening and closing of helb portal	HEL B guidelines, list of beneficiaries	D.O. S
3	PRINCIPAL	INTERNAL	PRUDENT AND ACCOUNTABLE USE OF RESOURCES, DAILY RELEVANT UPDATES ON STUDENTS' WELFARE, LIST OF SENATE MEMBERS	budget, Requisitions, reports, trophies and certificates	DOS
4	STUDENTS	INTERNAL	QUALITY FIELDS, FAIR AND CREDIBLE ELECTIONS, QUALITY ENTERTAINMENT, ACTIVE CLUBS AND SOCIETIES, ORIENTATION TO KNP	ATTENDANCE LISTS, certificates of registration, students constitution rules and regulations,	DOS
5	D/PRINCIPAL ADMIN	INTERNAL	TIMELY PRESENTATION OF INDISCIPLINED STUDENTS, SENATE	Student file, Transport logistic book	DOS
6	REGISTRAR	INTERNAL	TIMELY PRESENTATION OF TEAM LISTS, LISTS OF LOANS AND BURSARY	List of registered students	DOS
7	H.O.D		TIMEPLY PRESENTATION OF LIST OF INDISCIPLINED	RELEVANT APPROVED LISTS	DOS
8	SUPPLIERS	EXTERNAL	TIMELY PAYMENT	CHEQUE DISPATCH BOOK	DOS

9	COACHES	INTERNAL	SELECT AND TRAIN TEAMS/PARTICIPATE IN PLANNING FOR TERM EVENTS/PROFESSIONAL DEVELOPMENT	ATTENDANCE LISTS/TERM'S PROGRAMME	HOD SPORTS AND RECREATION
10	OTHER COLLEGES	EXTERNAL	FRIENDLY COOPERATIONS, TEAMS	INVITATION LETTERS	HOD SPORTS AND RECREATION
11	SPORTING CLUBS	EXTERNAL	QUALITY PLAYERS	CLUB REGISTRATION	HOD SPORTS AND RECREATION
12	DRAMA AND MUSIC	EXTERNAL	QUALITY ACTORS AND PERFORMERS	CLUB MEMBERS LIST/FINANCE	HOD SPORTS AND RECREATION

Internal Issues

#	Issue	Category	Summary description
1	WORKING FOR LONG HOURS	STAFF	STAFF WORK BEYOND STIPULATED HOURS, LEADS TO FATIGUE AND STRESS, HENCE INEFFICIENCY AND INEFFECTIVENESS IN PROVISION OF SERVICE.
2	NEGATIVE ATTITUDE	SHARED VALUES	due to negative attitude Few ladies participate in leadership and games which leads to gender disparity
3	INADEQUATE RESOURCES(BUDGET)	STRATEGY	Untimely completion of calendar activities which lead to students' unrest and mistrust
4	POOR LEADERSHIP	STYLE	Improper communication will lead to conflicts which leads to delayed provision of services
5	INCOMPETENCE	SKILLS	INCOMPETENCY OF STAFF WILL LEAD TO UNDER PERFORMANCE WHICH LEADS TO POOR SERVICES.
6	UNCO-OPERATION OF STAFF	SHARD VALUES	UNCOOPERATION OF STAFF LEADS TO UNDERPERFORMANCE AND DELAYED SERVICES

External Issues			
#	Issue	Category	Summary description
1	POLITICAL INFLUENCE	POLITICAL	POLITICAL INTERFERANCE AFFECTS ADHERENCE TO COLLEGE CALENDAR OF ACTIVITIES LEADING TO INTERNAL CONFLICTS.
2	SUBSTANCE ABUSE	LEGAL	AFFECTS STUDENTS DISCIPLINE, ACADEMICS AND CO-EXISTANCE WITH OTHERS
3	DELAYS BY SUPPLIERS	ECONOMIC	DELAYS IN SUPPLY AFFECTS TIMELY DELIVERY OF MATERIALS AND EQUIPMENT LEADING TO DEMORALIZATION OF THE TEAMS.
4	TECHNOLOGICAL DISRUPTIONS	TECHNOLOGY	TECHNOLOGICAL DISRUPTIONS LEADS TO POOR DELIVERY OF SERVICES WHICH LEADS STUDENTS UNREST.
5	INSECURITY IN THE NEIGHBOURHOOD	SOCIAL	PROXIMITY TO SLUM AREA POSES INSECURITY WHICH LEADS TO INDISCIPLINE STUDENTS AND HOSTILE NEIGHBOURHOOD.

Products and Services			
#	Product or service title	Brief description	Summarize usage and importance
1	PROVISION AND REGULATION OF ENTERTAINMENT	PROVISION OF DISCO, TV, CULTURAL DAY.	DISCIPLINED AND PEACEFUL ENVIRONMENT.
2	CO-ORDINATION OF SPORTS	PROVISION OF SPORTING FACILITIES, TRAINING AND COMPETING.	PHYSICAL FITNESS, DISCIPLINE AND SOCIAL ENVIRONMENT.
3	CO-ORDINATION AND MANAGEMENT OF LEADERSHIP	MENTORSHIP, MANAGEMENT AND CO-ORDINATION OF TRAINEE LEADERS.	PRUDENT LEADERS AND PEACEFUL ENVIRONMENT.
4	CO-ORDINATION OF DRAMA AND MUSIC	PROVISION OF DRAMA AND MUSIC FACILITIES	NATURING TALENTS

Laws and Regulations

#	Law / regulation title or	Brief description of Quality requirement	Who is responsible for
1	ANTI DOPING LAW	participants should not take banned substance	KATTI SPORTS AND RECREATION
2	KATTI SPORTS AND RECREATION RULES	PARTICIPANTS SHOULD BE STUDENTS.	KATTI SPORTS AND RECREATION
3	COLLEGE RULES AND REGULATIONS	ENFORCE RULES AND REGULATIONS TO MAINTAIN DISCIPLINE	DOS
4	STUDENT CONSTITUTION	ENFORCE STUDENT CONSTITUTION FOR GOOD GOVERNANCE OF THE STUDENTS	DOS
5	KNP QMS	COLLEGE PROCEDURES SHOULD BE ADHERED FOR SMOOTH OPERATIONS.	DOS

Communication					
Sno.	What will be communicated	When to communicate	With whom to communicate	How to communicate	Who communicates
1	CALENDER OF EVENTS	THE FIRST WEEK OF THE TERM	STUDENTS AND	MEMO/NOTICES	DOS
2	BUDGET	AFTER THE FIRST MEETING	FINANCE	BUDGET	DOS
3	GENERAL INFORMATION TO STUDENTS	WHEN NEED ARISES	STUDENTS	MEMO/NOTICES	DOS
4	SPECIFIC DEPARTMENTAL	WHEN NEED ARISES	STUDENTS AND STAFF	MEMO/NOTICES	HOD
5	MEETING NOTICES	SEVEN DAYS TO THE MEETING	STAFF	MEMO/SMS	DOS

MONITORING, MEASUREMENT, ANALYSIS AND EVALUATION

#	What needs to be Monitored and Measured	Methods of MMAE	When to Monitor and Measure	When the results of Monitoring and Measurement shall be
1	ENTERTAINMENT CALENDER	OBSERVE AND REVIEW OF	TERMLY	ANNUALLY
2	SPORTS AND RECREATION TEAMS/CLUBS	REVIEW OF TEAMLISTS	TERMLY	ANNUALLY
3	STUDENT LEADERS' ELECTIONS	OBSERVE AND REVIEW OF	ANNUALLY	ANNUALLY
4	FORMATION OF CLUBS AND SOCIETIES	REVIEW OF RECORDS OF REGISTERED CLUBS AND SOCIETIES	TERMLY	ANNUALLY
5	HELB LOAN AND BURSARIES TIMELINES	OBSERVATION	TERMLY	ANNUALLY

	ORGANIZATIONAL KNOWLEDGE SOURCES	DESCRIPTION	MAINTENANCE AND SHARING
1	Benchmarking	acquiring knowledge from external sources	sharing notes and report
2	Staff meeting	discussion and sharing of views	sharing and maintaining MINUTES
3	Seminars and workshops	discussing in meetings	sharing of report and notes
4	Sharing experience	through meetings and forum.	sharing and maintaining notes
5	Internet	HELB loan website	SHARING COMMUNICATION

