



# KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD


## ADMISSIONS PROCEDURE MANUAL

KNP/PM/ADMISSIONS/ 02

VERSION: C

REVISION: 1

|                                   |  |                                       |
|-----------------------------------|--|---------------------------------------|
| Authorized by: _____<br>Principal | Sign:  | Date: <u>25<sup>TH</sup> OCT 2021</u> |
| Issued by: _____                  | Sign:  | Date: <u>25<sup>TH</sup> OCT 2021</u> |

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| <b>Management Representative</b> |  |  |
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### RECORDS OF CHANGE

| <b>NO.</b> | <b>DETAILS OF CHANGE</b> | <b>DATE</b> |
|------------|--------------------------|-------------|
| 1.         |                          |             |
| 2.         |                          |             |
| 3.         |                          |             |
| 4.         |                          |             |
| 5.         |                          |             |
| 6.         |                          |             |
| 7.         |                          |             |
| 8.         |                          |             |
| 9.         |                          |             |
| 10.        |                          |             |
| 11.        |                          |             |
| 12.        |                          |             |
| 13.        |                          |             |
| 14.        |                          |             |
| 15.        |                          |             |

|   |  |                                 |                                      |  |
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## CIRCULATION

| NAME                               | COPY NO. |
|------------------------------------|----------|
| Principal                          | 1.       |
| Deputy Principal Administration    | 2.       |
| Deputy Principal Academics Affairs | 3.       |
| Registrar admissions               | 4.       |
| Dean of Trainees                   | 5.       |
| Management representative          | 6.       |
| HOD Agriculture                    | 7.       |
| HOD Building and Civil Engineering | 8.       |
| HOD Business studies               | 9.       |
| HOD Electrical /electronic         | 10.      |
| HOD Hospitality Management         | 11.      |
| HOD IT                             | 12.      |
| HOD Liberal studies                | 13.      |
| HOD Maths and Applied sciences     | 14.      |
| HOD Mechanical Engineering         | 15.      |
| Examinations Officer               | 16.      |
| Finance Officer                    | 17.      |
| Procurement Officer                | 18.      |
| HOD Guidance and Counseling        | 19.      |
| HOD Library                        | 20.      |
| HOD Hospitality Management         | 21.      |
| Industrial Liaison Officer         | 22.      |
| PC Coordinator                     | 23.      |
| Sports Officer                     | 24.      |

|   |  |                                 |                   |                                      |
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|                  |     |
|------------------|-----|
| External Auditor | 25. |
|------------------|-----|

## **PROCEDURE NUMBER 1: MARKETING**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effective and efficient marketing of the Polytechnic's courses and other services.

#### **1.2 SCOPE**

This procedure shall apply to all marketing activities within The Polytechnic.

#### **1.3 REFERENCE**

KNP - Academic policy (2004)

#### **1.4 DEFINITION OF TERMS**

HOD- Head of Department

#### **1.5 THE PRINCIPAL RESPONSIBILITY**

The Registrar admissions shall ensure that this procedure is adhered to:


#### **1.6 INTERFACES/INTERACTIONS**

- a) Academic HODs to avail the lists of courses for advertisement
- b) All departments for preparation and submission of list of services to be marketed.
- c) Principal for consultation /advice/approval

#### **1.7 PERFORMANCE TARGET**

The performance shall be measured through the overall performance of the Department basing on;

| <b>PERFORMANCE TARGET</b>                     | <b>MONITORING AND MEASUREMENT</b>  |
|---|--|
| Timely marketing and advertisement of courses | Review marketing schedule vis-à-vis report of marketing activities<br><br>Check time of submission from dispatch/delivery book to review time of submission or receipt of memos. |

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| Effective marketing and advertisement | Review marketing strategies (brochures, newspapers, road shows, radio advertisements, open days and exhibitions) and feedback from the target group on marketing activities. |
|---------------------------------------|--|

## 1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Tools equipment and machines
- b) Personnel
- c) Funds
- d) Facilities

## 1.9 INPUTS AND OUTPUTS

| INPUTS                       | OUTPUTS                       |
|------------------------------|-------------------------------|
| Target groups                | Marketing reports             |
| Mode of marketing to be used | Feedback from target groups   |
| Marketing schedule           | Comments, Minutes of meetings |
| Marketing committee          | Action on recommendations     |


## 2.0 METHOD

### 2.1 Advertisement of the Polytechnic's courses

2.1.1 This procedure shall start with the admitting department identifying the need to advertise courses in their respective departments.

2.1.2 In identifying the need to advertise the courses, the HODs shall be guided by:-

- a) Syllabi from relevant bodies
- b) Examining bodies guidelines
- c) Polytechnics calendar of events.

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2.1.3 The HODs admitting departments shall then forward their departmental courses requests to the Registrar admissions for verification guided by

- a) Ability of the Polytechnic to offer the course
- b) Departmental needs /requirements

2.1.4 In the event of any identified gap, the Registrar admissions shall consult with the Principal for any recommendations and communicate to the admitting department

2.1.5 The Registrar admissions shall then prepare a draft advert considering

- a) Courses to be advertised
- b) Polytechnic addresses
- c) Mode of advertisement

2.1.6 The Registrar admissions shall liaise with the Principal for appropriate mode of advertisement

2.1.7 The Registrar admissions shall then ensure placement of the advert in the respective media as determined in 2.1.6 above


## **2.2 Marketing of other polytechnic's services**

2.2.1 This procedure shall start with the Registrar admissions communicating to departmental heads as per the internal communications procedure the need to market the services offered by the Polytechnic.

2.2.2 Upon receipt of this information the HODs shall prepare a list of services to be marketed in consultation with the members of the department guided by departmental needs and market demands.

2.2.3 The HODs shall then forward the list to the Registrar admissions. The Registrar admissions shall then convene a meeting of the committee members within two weeks after receiving the recommendations and decide on the mode of marketing which includes:

- a) Open day
- b) Exhibitions and shows

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- c) Brochures/fliers/calendars
- d) Magazines/newspapers radio/TV
- e) Games and sports
- f) Education days
- g) Road shows
- h) Social media marketing

2.2.4 Upon selection of the mode the Registrar admissions shall consult with the Principal the recommendations of the committee

2.2.5 Upon approval the committee shall make final preparations for marketing which shall include

- a) Setting dates
- b) Prepare Budgets
- c) Terms and conditions of service
- d) Assign duties to the concerned officers


2.2.6 On the material day the committee shall conduct marketing using the approved mode.

2.2.7 This procedure shall be deemed complete upon the Registrar admissions preparing a report and forwarding the same to the Principal within a week of completion of the exercise

### **3.0 LIST OF APPLICABLE RECORDS/ REPORTS**

- a) Marketing reports
- b) Feedback from target groups
- c) Comments, Minutes of meetings
- d) Action on recommendations



|   |  |                                 |                                      |  |
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## **PROCEDURE NO.2 TRAINEES ADMISSION**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure efficient and transparent admission of Trainees

#### **1.2 SCOPE**

This procedure applies to all admission of Trainees activities in KNP

#### **1.3 REFERENCES**

- a) KNEC circulars
- b) KNP Academic Policy
- c) KNP industrial attachment policy
- d) Current KICD, CDACC circulars and syllabi
- e) KNP Principal's schedule of activities
- f) TVETA circulars
- g) KNQA
- h) Ministry of Education circulars

#### **1.4 TERMS DEFINITION**


- a) KNEC – Kenya National Examination Council
- b) HOD- Head of Department
- c) KICD -Kenya Institute of curriculum development
- d) CDACC- Curriculum Development Assessment And Certificate Council
- e) TVETA – Technical and Vocational Education and Training
- f) KNQA - Kenya National Qualifications Authority

#### **1.5 RESPONSIBILITY**

The Registrar admissions shall ensure that this procedure is followed and maintained.

#### **1.6 INTERFACES/INTERACTIONS**

##### **1.6.1 For Selection**

|   |  |                                 |                                      |  |
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None

### 1.6.2 Admissions

- a) Admissions officer to verify student academic documents.
- b) Finance Officer to issue KNP official receipt.
- c) Boarding Master to allocate resident Trainees space in the hostels.

### 1.6.3 Registration of continuing Trainees

- a) The Registrar admissions to readmits student's upon presentation of fee payment evidence.
- b) Finance Officer to issue KNP official receipt.
- c) Boarding Master to allocate resident Trainees space in the hostels.


## 1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

| <b>PERFORMANCE TARGET</b>  | <b>MONITORING AND MEASUREMENT</b>  |
|--|--|
| <b>a) Selection.</b><br>Fairness in the admission process.   | i) Review lists of selected Trainees against applicants within set guidelines. |
| <b>b) Admission of New Trainees.</b><br>Ensure qualified Trainees meeting set institutional requirements are duly admitted and registered. | i) Check authenticity of the required documents.<br>ii) Fee payment status.    |
| <b>c) Admission of continuing Trainees</b><br>Ensure Trainees are only admitted upon payment of required fees                              | i) Check fee payment status.<br>ii) Only approved Trainees are readmitted.     |

## 1.8 RESOURCES

The resources to be used in the process are listed below:-


|   |  |                                 |                                      |  |
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- a) Photocopying papers
- b) Stationery
- c) Computers
- d) Printers
- e) Toner Ink
- f) Budget
- g) Personnel from other departments

### 1.9 INPUTS AND OUTPUTS

| <b>INPUTS</b>  | <b>OUTPUTS</b>  |
|--|---|
| a) Advertisement.<br>✓ Memo to HODs.<br>✓ Blank application forms<br>✓ Budget                    | ✓ List of courses for advertisement.<br>✓ Filled application forms.<br>✓ Adverts<br>✓ Media advert                  |
| b) Selection<br>✓ Personnel<br>✓ Filled application forms  | ✓ List of successful applicants.<br>✓ Admission letter plus the fee structure.                                      |
| c) Admission of New Trainees<br>✓ Admissions Register<br>✓ Stationery<br>✓ Empty Files/folders   | ✓ Filled Register of admitted Trainees.<br>✓ Indexed files containing student's information and personal documents. |
| d) Admission of Continuing Trainees<br>✓ Pay-in-slip<br>✓ Approval documents from Academic HODs. | ✓ Activated Trainees academic records   |

### 2.0 METHOD

|   |  |                                 |                                      |  |
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### 2.3 Selection

2.2.1 In selection the Registrar admissions shall be guided by:

- a) Examining body guidelines
- b) Minimum requirements
- c) Departmental minimum requirements
- d) Available vacancies

2.2.2 The successful prospective student shall be given admission letter according to 2.2.1. above.

2.2.3 Prospective Trainees request shall be done

- a) By direct inquiry at the KNP admissions office.
- b) Placement by governmental/non governmental agencies
- c) KNP website application portal

### 2.3 Admissions

2.3.1 This activity shall start when the selected candidate reports to the Polytechnic


2.3.2 The candidate shall be directed to the designated reporting area and received as per customer care procedure.

2.3.3 The desk officer shall ask the candidate to present the following for verification

- a) Admission letter
- b) Completed admission form
- c) Completed declaration form
- d) Originals and copies of certificates and testimonials
- e) Duly filled medical report
- f) Passport size photograph
- g) Fee payment slip(s)

2.3.4 Upon confirming that the candidate has all the prerequisites, the Registrar admissions shall ensure that

- a) The Registrar admissions shall enter student personal details in the admissions register.

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- b) Issued the student with an admission number
  - c) Enter the student in the Polytechnic's MIS.
- 2.3.5 Upon presenting the pay-in-slip to the accounts section, the student shall be issued with the Polytechnic's official receipt.
- 2.3.6 The boarders shall then be directed to the house keeper/boarding master for hostel allocation considering first come first served basis.
- 2.2.7 a) The student shall then report to the respective HOD for departmental verification, registration and direction to class
- b) Names of new trainees to be submitted to ODEL committee
- 2.3.8 This activity shall be deemed complete when the student signs the nominal roll at the department.
- 2.4.0 **Registration of continuing Trainees**
- 2.4.1 This activity shall start at the beginning of each term, when a trainee logs in to their portal and reports themselves.
- 2.4.2 Upon reporting in the MIS an invoice for fee payment for the term shall be generated.
- 2.4.3 Upon presentation of evidence of fee payment the student shall be issued with fiscal receipt.