



KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

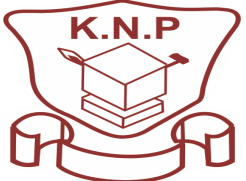
LINKAGES PROCEDURE MANUAL

KNP/PM/LINK/ 02

VERSION: C

REVISION: 1

Authorized by: _____ Principal	Sign: 	Date: <u>25TH OCT 2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25TH OCT 2021</u>

	KITALE NATIONAL POLYTECHNIC ISO 9001:2015	Ref: KNP/PM/EL/02		
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PROCEDURE NUMBER 1: COLLABORATIONS, LINKAGES AND OUTREACH

1.0 GENERAL INFORMATION

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and consistency in establishing collaborations, linkages and outreach.

1.2 SCOPE

This procedure applies to establishing of all collaborations, linkages and outreach between the Polytechnic and Partners/Stakeholders

1.3 REFERENCES

- a) Polytechnic Orders (2016)
- b) Relevant MOUs

1.4 TERMS AND DEFINITIONS

- a) MoU – Memorandum of understanding.
- b) PPP – Public Private partnerships
- c) KNP – Kitale National Polytechnic
- d) HOD – Head of Department

1.5 PRINCIPAL RESPONSIBILITY

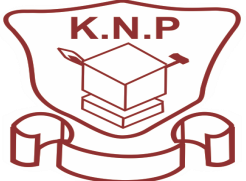
The Deputy Principal (Admin) shall ensure that this procedure is implemented.

1.6 INTERFACES

- a) All Staff and students for participating in the collaboration
- b) Council for funding and development of program/project in case of PPP
- c) External partners for funding and implementing the program

1.7 PERFORMANCE TARGET

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

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PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Effective communication	Review Customers Feedback (Record of Acknowledgment, Complaints, Compliments)
Timeliness	Review the reports on adherence to compliance with deadlines.
Successful completion of collaboration	Review of project/program reports on achievement of objectives of the collaboration as per MOU

1.8 RESOURCES

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

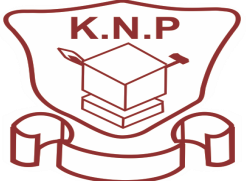
- a) Funds
- b) Personnel
- c) Equipment
- d) Stationery
- e) Facilities

1.9 INPUTS AND OUTPUTS

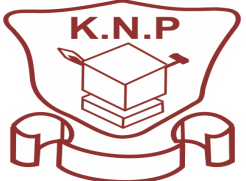
INPUTS	OUTPUTS
Funds, MOE directives, Outside invitations, Proposals, previous records	Signed MoUs, Equipment, products and programs resulting from the partnerships. Reports on Collaborations, linkages and Outreach

2.0 METHOD

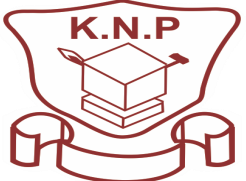
2.1 This procedure shall start with the Deputy Principal (Admin) through the Principal either:-

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- a) Receiving a request for collaboration/linkage from an institution, or
 - b) Receiving a request from a stakeholder on the need to establish linkage or collaborate with an institution.
 - c) Receiving a communication from the MOE on a collaboration/linkage with any government agency or resulting from a government initiative.
- 2.2 Upon receipt of the request, the Deputy Principal (Admin) shall table the request in the subsequent management and academic board meeting for deliberation and approval.
- 2.3 In approving the request, the management and academic committee meeting shall consider the following:-
- a) Relevance of the collaboration,
 - b) Benefits of the collaboration, and
 - c) Polytechnic strategic interests.
- 2.4 In the event that it is not viable to collaborate or establish linkages, the Deputy Principal (Admin) shall as per the internal or external communication procedure inform the interested institution/stakeholder.
- 2.5 In case of 2.1 b), the Deputy Principal (Admin) shall as per the external communication procedure inform the targeted organization of the intent to collaborate.
- 2.6 In the event that the organization declines the request, the matter shall be dropped.
- 2.7 Upon receipt of a favourable response or in case it is viable to establish linkage or collaborate, the Deputy Principal (Admin) shall constitute a technical committee chaired by coordinator external linkages to facilitate the development of an MoU with the institution.
- 2.8 In constituting the committee, the Deputy Principal (Admin) shall consider the following : -
- a) Nature of collaboration,

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- b) Expertise in the field of collaboration, and
 - c) Legal counsel.
- 2.9 Upon appointment, the technical committee shall initiate negotiations with proposed collaborating institution on the MOU and ensure that the Deputy Principal (Admin) informed of the progress.
- 2.10 Once the MOU has been drafted, the Deputy Principal (Admin) shall table it in the management meeting for approval.
- 2.11 In approving the draft MOU, the management meeting shall consider the following :-
- a) Legal commitments, and
 - b) Stated benefits of the collaboration,
- 2.12 In the event of disapproval, the Deputy Principal (Admin) shall advise the technical committee as appropriate.
- 2.13 Upon approval, the technical committee chairperson shall ensure that the final draft MoU is developed and forwarded to the Deputy Principal (Admin) for signing.
- 2.14 Upon receipt of the MoU, the Deputy Principal (Admin) shall ensure that the MoU is signed by both parties.
- 2.15 Upon signing of the MOU, the institutional External Linkage coordinator shall : -
- 2.15.1 Work with the respective project implementation committee, department and all stakeholders to ensure time and effective implementation of the collaboration program/project
 - 2.15.2 Provide Linkages between the Polytechnic and the relevant stakeholders in the collaboration
 - 2.15.3 Prepare periodic progress reports as per MOU
- 2.16 Upon the expire of tenure of the collaboration, project/program reports and handing over any deliverables shall be done to the Deputy Principal (Admin) who shall forward to the relevant authority.

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3 LIST OF APPLICABLE RECORDS

- a) MoU documents
- b) Events records
- c) Agreements
- d) Reports