



# KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

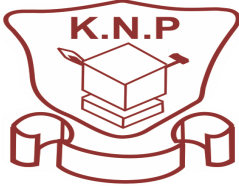
## FARM MANAGEMENT PROCEDURE MANUAL

KNP/PM/FM/ 02

VERSION: C

REVISION: 1

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

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### RECORD OF CIRCULATION

NAME OF OFFICE	COPY NO.
Principal	1.
Deputy Principal Administration	2.
Deputy Principal Academics	3.
Registrar	4.
Dean of students	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 Information Technology	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 Counselling	19.
HOD Library	20.
Industrial Liaison Officer	21.
PC Coordinator	22.
Sports Officer	23.
Farm Management	24.
Internal Auditor	25.
External Auditor	26.

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## **PROCEDURE NUMBER 1: PLANNING AND BUDGETING**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

This procedure is intended to ensure timely planning and budgeting for farm operations.

#### **1.2 SCOPE**

This procedure covers planning and budgeting for the farm operations.

#### **1.3 REFERENCES**

- a) KNP Administrative Policy
- b) Agricultural Act
- c) Environmental Act
- d) Educational Act
- e) Previous Annual Polytechnic Farm Plans
- f) Previous Annual Polytechnic Farm Budgets

#### **1.4 TERMS AND DEFINITIONS**

- a) FM- Farm manager
- b) DP-Admin- Deputy principal administration
- c) FO- Finance officer
- d) PO – Procurement officer
- e) HR-Human resource officer

#### **1.5 PRINCIPAL RESPONSIBILITY**


FM in-charge of planning and budgeting

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

- a) Principal's office for consultation, advice and approval
- b) Procurement office for advise on supply of material requirements
- c) Finance office for advise on Budget allocation
- d) HR office for advise on Labour force
- e) Farm Committee for farm plan and Budget verification and adoption

#### **1.7 PERFORMANCE TARGET**

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

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<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
Timely farm planning	Review the plan against stipulated timelines
Timely farm budgeting	Review the budget against stipulated timelines budget

## **1.8 RESOURCES**

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

- a) Funds
- b) land
- c) labour
- d) Tools, equipment and farm machinery
- e) Annual polytechnic farm work plan

## **1.9 INPUTS AND OUTPUTS**

<b>INPUTS</b>	<b>OUTPUTS</b>
Allocated funds	Farm plan and budget document
Previous annual Polytechnic farm plan	
Calendar of events	


## **2.0 METHOD**

### **2.1 Farm planning**

2.1.1 This procedure shall start by FM preparing annual polytechnic farm work plan in the month of March of every fiscal year.

2.1.2 In preparing the annual polytechnic work plan, the farm manager will consider the following;


- a) Clause 1.1.8 provisions
- b) Growth and Expansion of Enterprises

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- 2.1.3 The FM will submit the annual polytechnic farm work plan to the Deputy Principal Administration by the first week of April for verification and adoption.
- 2.1.4 The Deputy Principal (Admin) shall either solely or through the farm committee verify and adopt the farm plan
- 2.1.5 After verification and adoption of the work plan, the FM shall present the adopted work plan to the polytechnic principal for approval by the second week of April.
- 2.1.6 Upon approval, the principal shall send the approved annual polytechnic farm work plan to the FM within two weeks.
- 2.1.7 In the event of disapproval of the annual polytechnic farm work plan, the principal shall make recommendations to the FM.
- 2.1.8 The FM shall amend the annual polytechnic farm work plan and send it back to the Principal for approval within two weeks of receiving the recommendations.
- 2.2 Farm budgeting**
- 2.2.1 Using the polytechnic annual work plan the FM will prepare the annual budget for the farm that will cover all the farm enterprises
- 2.2.2 In preparing the polytechnic farm budget, the FM shall consider the following;
- a) Availability of funds
  - b) Viability and profitability of the farm enterprises
  - c) Previous production levels
- 2.2.3 The FM shall submit the polytechnic farm budget to the FO for review, correction and further transmission to the KNP Council for approval and adoption.
- 2.2.4 The FO shall receive the approved polytechnic farm budget from the principal and start financing the farm operations by first week of July of that financial year.
- 2.2.5 FM shall implement the farm plan as per the budget and the procedure shall be deemed complete.

### **3.0 LIST OF APPLICABLE RECORDS**

- a) Annual polytechnic farm work plan
- b) Annual polytechnic farm budget
- c) Minutes
- d) Communications

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## **PROCEDURE NUMBER 2: LIVESTOCK AND CROP PRODUCTION**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure timely and consistent production of high quality livestock and crops in the Polytechnic.

#### **1.2 SCOPE**

This procedure applies to production of all high quality crops and livestock in the Polytechnic.

#### **1.3 REFERENCES**

- a) The Polytechnic calendar of events.
- b) ASK show standard.

#### **1.4 TERMS AND DEFINITIONS**

- a) KAGRC – Kenya Animal Genetic Resource Centre.
- b) FM – Farm Manager.
- c) ASK – Agricultural society of Kenya.
- d) FMD – Foot and Mouth Disease.
- e) RVF – Rift Valley fever.
- f) LSD – Lumpy skin disease.
- g) ECF – East Coast Fever
- h) NCD – New Castle Disease.
- i) IB – Infectious Bronchitis.
- j) DBK-Dairy Board of Kenya


#### **1.5 PRINCIPAL RESPONSIBILITY**

The FM shall be responsible for implementation of this procedure.

#### **1.6 INTERFACES**

- a) Finance for provision of funds for farm operation
- b) Procurement for supply of Materials and equipment
- c) DP-Admin for Monitoring, Measurement and Evaluation of farm activities
- d) Human Resource for Labour Force supply



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### 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>
High crop and livestock yields	Review record of production and revenue collected against the target for the year
Timely planting and breeding of livestock	Review field operations records
Timely harvesting	Review field operations records
Timely detection and treatment of diseases	Review routine maintenance records and the time of taking action


### 1.8 RESOURCES

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

- a) Farm inputs
- b) Labour
- c) Farm machinery, tools and equipment
- d) Finances
- e) Stationery

### 1.9 INPUTS AND OUTPUTS

<b>INPUTS</b>	<b>OUTPUTS</b>
Personnel	Farm records and reports, Farm products and produce
Farm inputs	
Farm machinery and implements	
Finances	
Stationery	

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## **2.0 METHOD**

### **2.1 Crop production**

2.1.1 This shall start by FM raising a requisition for planting inputs as per the procurement procedure in the Supply Chain Procedure Manual one month before the planting season and forward it to the Procurement Officer.

NB: An MOU be done to some agricultural companies like CROWPACT, Ministry of Agriculture, National Cereals Board, KALRO and VI during procuring some inputs and their services only if need be.

At the same time, the FM shall as per the communication procedure in the Administration Procedure Manual request the ploughman to prepare land.

2.1.2 Upon receipt of planting inputs from Procurement Officer, the FM shall enter them into the Farm stores ledger books.

2.1.3 On the planting date(s), the FM shall supervise the planting exercise and update the crops inventory

2.1.4 On the 10th day after planting, the FM in collaboration with the farm staff shall scout and gap the farm (if need be) and update the crops inventory

2.1.5 Upon scouting and gapping, the FM shall receive feedback on scouting and gapping exercise, undertake appropriate action on farm operations and update the crops records as appropriate.


2.1.6 In the event the crops are infested the FM shall take control measures and maintain the crops as they mature and update the crops inventory.

2.1.7 Upon maturity of the crops the FM shall plan for harvesting and inform the Deputy Principal Administration.

2.1.8 On the harvesting dates the FM shall supervise the harvesting exercise and update the crops inventory.


2.1.9 After harvesting, the FM shall organize for shelling the harvested crop, dry and ensure protection and proper storage where applicable and update the crops inventory.

2.1.10 The FM in consultation with the disposal committee, shall plan for appropriate time for sale of the produce and keep records of the proceeds and determine whether there was a profit, loss or breakeven and give suggestions for improvement if any.

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## 2.2 Rearing of Animals (Cows, Pigs and Shoats)

- 2.2.1 This procedure shall start by the farm manager ensuring that proper rearing practices are done.
- 2.2.2 The herdsman shall be informed to identify animals on heat on daily basis and report to the farm manager.
- 2.2.3 Upon receiving information, the FM shall confirm and arrange for artificial insemination and record it in AI records.
- 2.2.4 The herdsman shall observe the cow for any repeat of heat signs after 21 days.
- 2.2.5 If heat signs are observed, the FM shall be informed and a repeat of insemination shall be conducted and records updated as appropriate.
- 2.2.6 The herd's men will closely monitor the in-calf cows during the last two weeks before calving and report any unusual signs to the FM for action.
- 2.2.7 On the calving day the herd's men shall ensure that the calf is delivered safely and update the livestock inventory.
- 2.2.8 In the event of death during calving the FM in consultation with Deputy Principal Administration, shall organize for post mortem of the carcass (es) by the Government Veterinary offices.
- NB: A vet officer be employed or an MOU be made with company like KALRO or ministry of agriculture livestock and Fisheries, KEPHIS, ADC and this will facilitate livestock operations.
- 2.2.9 Upon successful calving the farm manager shall ensure that herdsman feeds the calves on colostrum for seven days.
- 2.2.10 Upon expiry of the seven days, the Herdsman shall ensure that the calves are fed on the mother's milk for four months, the milk records updated and the calves put in a separate pen.
- 2.2.11 Upon expiry of the four months the weaners shall join the rest of the herd.
- 2.2.12 In case of identified sick case, the veterinary officer shall be informed by the FM immediately to come and attend to the animal and FM update the records.
- 2.2.13 If the sickness persists and an animal dies, or a sudden death of an animal, in consultation with Deputy Principal Administration, a postmortem shall be carried out by a qualified veterinary officer and the FM informs the Principal on the same and record updated.

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2.2.14 The FM shall organize for the disposal of the carcass.

**Note:** Castration of bulls is done and disposal is done upon the request by the user department.

### **2.3 Feeding of livestock**

2.3.1 This shall start with the FM preparing livestock feeding programme and communicating it to the farm staff as per the communication procedure in the Administration Procedure Manual.

2.3.2 At the end of every month, the FM shall raise a requisition and forward it to the PO for purchase of feeds.

2.3.3 Upon receipt of the livestock feeds, the FM shall update the Farm stores ledger books.

2.3.4 The FM shall then distribute the livestock feeds to the respective section of the farm and ensure respective farm stores ledger books are updated.

2.3.5 On a daily basis the herdsman shall ensure feeding of the livestock and keeps the feeding records and FM update their respective farm stores consumable ledger book.

2.3.6 The Herdsman shall be responsible for the daily monitoring of the livestock and in the event of any unusual observations inform the FM for action.

2.3.7 The FM shall at random monitor the feeding of livestock and the balances in the farm stores ledger book to ensure the Herdsman adhere to the feeding programme.

2.3.8 At the end of every month the FM shall use the farm ledger stores to guide on the subsequent requisition.

### **2.4 Disease control/health maintenance**


2.4.1 This shall start with the FM drawing up a crop disease control programme for the crops after germination and livestock routine program for livestock.

2.4.2 The FM shall liaise with the Ministry of Agriculture, Livestock and fisheries development for an update of disease surveillance information.


2.4.3 The FM shall ensure that disease control programs are implemented as per schedule for: FMD, RVF, LSD, ECF, NCD, Gumboro, IB, Fowl Typhoid and fowl pox and the crop disease control programme and livestock routine program updated.

### **3.0 LIST OF APPLICABLE RECORDS**

- a) Crops inventory.
- b) Livestock inventory

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- c) AI records
- d) Farm stores ledger books
- e) Milk records
- f) Crop and livestock disease control programme
- g) Livestock routine programme

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## **PROCEDURE NUMBER 3: HARVESTING, CULLING, DISPOSAL AND SALE OF PRODUCE**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure, timeliness, consistency and efficiency in sales of farm produce, culling and disposal in the Polytechnic.

#### **1.2 SCOPE**

This procedure applies to all farm produce, livestock and farm implements in the Polytechnic.

#### **1.3 REFERENCES**

- a) Procurement and disposal Act 2005 and regulation 2006.
- b) KNP ADMINISTRATIVE POLICY

#### **1.4 TERMS AND DEFINITIONS**

- a) FM – Farm Manager.
- b) Culling – Getting rid of any unproductive animals.
- c) Disposal – Getting rid of farm implements that are not required e.g. worn out farm implements.

#### **1.5 PRINCIPAL RESPONSIBILITY**


The FM shall be responsible for implementation of this procedure.

#### **1.6 INTERFACES**

- a) Principal for approval of sale of produce, culling and disposal
- b) DP-Admin for verification and recommendations of disposals and sales
- c) Disposal committee for executing disposal of identified animals for culling and produce

#### **1.7 PERFORMANCE TARGET**

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

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<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
Timely culling of unproductive livestock	Comparing Production/ health records and record of disposal
Disposal of all identified Obsolete equipment	Farm records and reports against the identified obsolete items
Sale of produce at an appropriate for better prices	Farm records - sales and production records

## 1.8 RESOURCES

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

- a) Funds
- b) Personnel
- c) Stationery and office equipment


## 1.9 INPUTS AND OUTPUTS

<b>INPUTS</b>	<b>OUTPUTS</b>
Identified livestock for sale	<ul style="list-style-type: none"> <li>• farm records</li> <li>• payment receipts</li> <li>• Minutes of disposal</li> <li>• farm reports</li> </ul>
Identified machinery, tools and equipment	
Identified produce	

## 2.0 METHOD

### 2.1 Harvesting of farm produce

- 2.1.1 This shall start with the farm manager harvesting the crops and livestock produce when ready for harvest and updating the crop/ Livestock inventory.
- 2.1.2 Upon collection/harvesting the FM shall ensure they deliver all the livestock produce/crops to the Farm stores and updating the stores records.
- 2.1.3 In the event of crops the FM shall ensure shelling, milling, crop protection where applicable before selling

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## **2.2 Culling and disposal**

- 2.2.1 This shall start with the FM identifying the livestock/farm implements for culling/disposal and inform the farm committee as per the disposal procedure in supply chain management.
- 2.2.2 On termly basis, the FM shall prepare monthly farm report and submit to the farm committee for verification process and comprehensive report to be presented the Principal for information and advice on quarterly basis.


## **2.3 Sale of produce**

- 2.3.1 This shall start with the FM informing the DP-Admin that farm produce are ready for sale
- 2.3.2 The DP-Admin shall verify whether the farm produce are actually ready for sale and commission the manager to inform the principal of the same.
- 2.3.3 The principal shall in turn advice and instruct the disposal committee to carry on the disposal of the produce as per disposal procedure
- 2.3.4 The process shall then be deemed complete once the produce are sold.

## **3.0 LIST OF APPLICABLE RECORDS**

- a) Sales records.
- b) Delivery books.
- c) Disposal records.
- d) Livestock inventory.
- e) Crops inventory.
- f) Invoices.
- g) Farm store ledger book.



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## **PROCEDURE NUMBER 4: HIRING OF FARM MACHINERY AND EQUIPMENT**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure, timeliness, efficiency and effectiveness in hiring of farm machinery and equipment in the Polytechnic.

#### **1.2 SCOPE**

This procedure applies to hiring of all farm machinery, tools and implements in the Polytechnic.

#### **1.3 REFERENCES**

- a) Farm schedules
- b) OSHA

#### **1.4 TERMS AND DEFINITIONS**

FM – Farm Manager.

#### **1.5 PRINCIPAL RESPONSIBILITY**

The FM shall be responsible for implementation of this procedure.

#### **1.6 INTERFACES**

- a) Principal for approval for machinery being hired for more than one day
- b) Procurement officer- procure fuel for farm machinery
- c) Finance officer- facilitate payments

#### **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 provision of hired services	Review time of request against time of service provision/Terms of References

#### **1.8 RESOURCES**

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

- a) Funds
- b) Personnel
- c) Farm machinery, tools and equipment

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## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Fuel	<ul style="list-style-type: none"> <li>• Farm records</li> <li>• Payment receipts</li> <li>• Farm reports</li> </ul>
Farm machinery, tools and equipment	
Personnel	

## 2.0 METHOD

- 2.1 This procedure shall start by the FM making the request for the need for machinery or equipment hire in written to the suitable provider.
- 2.2 If the potential service provider agrees with terms, conditions and requirements for machinery and equipment hire, s/he will issue a contract note to the FM.
- 2.3 Upon receipt of the contract note, FM will arrange for the commencement of the tasks
- 2.4 Upon successful completion of the service required, the FM shall arrange for the payment.
- 2.5 After verification of the payment, the provider will issue an official receipt to the polytechnic and a copy to the FM.
- 2.6 This procedure shall be deemed complete.

## 3.0 LIST OF APPLICABLE RECORDS

- a) Farm receipt book
- b) Farm schedule of activities
- c) Authorization forms
- d) Tractor/farm machinery/equipment hire sheet
- e) Machinery/equipment issuance note
- f) Farm inventory.
- g) Farm Invoices.
- h) Farm store ledger book.