



## KITALE NATIONAL POLYTECHNIC



### QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD


#### TRAINEES WELFARE PROCEDURE MANUAL

KNP/PM/DOS/ 02

VERSION: C

REVISION: 1


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## **PROCEDURE NUMBER 1: HANDLING OF TRAINEES LOANS /BURSARY**

### **1.0 GENERAL INFORMATION**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effective and efficient handling of students loans and Bursaries to trainees

#### **1.2 SCOPE**

This procedure applies to all activities on dissemination of information on HELB loans and Bursaries to trainees in Kitale National Polytechnic

#### **1.3 REFERENCES**


- a) Current Guidelines from MoEST on bursary disbursement
- b) Guidelines from HELB.
- c) KNP bursary policy

#### **1.4 TERMS DEFINITIONS**

- a) TVET: Technical and Vocational Education and Training
- b) GOK: Government of Kenya
- c) KNP: KITALE NATIONAL POLYTECHNIC
- d) CDTVET - County Director of TVET
- e) H.O.D-Head of Department
- f) G.C GOVERNING COUNCIL
- g) M.O.E.S.T- Ministry of Education Science and Technology
- h) ASAL-Arid and Semi-arid land
- i) K.C.S.E- Kenya Certificate of Secondary Education
- j) KESSP- Kenya Education Sector Support Programme
- k) HELB- Higher Education Loans Board
- l) CDF- Constituency Development Fund.

#### **1.5 PRINCIPAL RESPONSIBILITY**

The dean of trainees shall be responsible for ensuring that this procedure is followed.

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## 1.6 INTERFACES/INTERACTIONS

- a) Academic H.O.DS -Review of the list of beneficiaries
- b) Registrar's office – update the fees records trainee
- c) Finance- for receipting

## 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Fairness	Review complains, applications and approvals against the terms and conditions
Application made and completed within HELB time lines	Compare the past applicants list and the current


## 1.8 RESOURCES

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

- a) Computers
- b) Personnel

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Computer	Approved applications Lists of beneficiaries Communication cheque
Internet	
Applicants	
Notification from sponsors	
Stationery	
Fund	


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## 2.0 METHOD

- 2.1 This procedure shall begin when the dean of trainees receives information on the advertisement of bursary/ loans from the Government through the Principal. The dean shall write a memo within two days, to all trainees and staff informing the trainees to apply.
- 2.2 After applying the trainees shall submit to HUDUMA Centre for submission to HELB headquarters.
- 2.3 The registry shall verify names upon receipt of communication from HELB desk.
- 2.4 The dean shall inform successful applicants through the internal communication procedure, within two days, of receipt of successful applicants.
- 2.5 This procedure shall be deemed complete upon the successful candidates being issued with receipts by the account's office.

### 3.1 LIST OF APPLICABLE RECORDS/ REPORTS

- a) List of applicants
- b) List of beneficiaries

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## PROCEDURE NUMBER 2: FORMATION OF CLUBS AND SOCIETIES

### 1.0 GENERAL INFORMATION

#### 1.1 PURPOSE

The purpose of this procedure is to ensure that the formation of all clubs and societies is done effectively and efficiently.

#### 1.2 SCOPE

The procedure applies to all formation of clubs and societies of KNP

#### 1.3 REFERENCES

- a) KNP rules and regulations

#### 1.4 TERMS DEFINITION

KNP- Kitale National Polytechnic

#### 1.5 PRINCIPAL RESPONSIBILITY

The dean of trainees shall be responsible for ensuring that the procedure is followed.


#### 1.6 INTERFACES/INTERACTIONS

- a) Patrons for approval of clubs and societies constitution
- b) Administration for consultation

#### 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Formed clubs and societies are active	Reviewing registered clubs and societies and evidence of operation.
Only acceptable clubs and societies are formed	Review the list of clubs and societies against the applicable regulation. (rules & regulations

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## 1.7 RESOURCES

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

- a) personnel

## 1.8 INPUTS (must)AND OUTPUTS

INPUTS	OUTPUTS (quality not a concern)
Files	List of approved clubs & societies
Back ups	Disciplined trainees
Application	

## 2.0 METHOD

2.1 The procedure shall start with the promoters of the club/society applying to the dean of student for registration. The application letter shall include the following.


- a) Name of the club/society
- b) Vision, mission and objectives of the club/society
- c) Constitution of the club/society
- d) Patron of the club/society
- e) Club officials (interim)

2.2 The dean within a month after studying the constitution and objectives of the club/society shall write to the promoter explaining whether registration has been approved or not approved.

2.3 If not approved the dean shall advice the promoter of the reasons and how to pursue the same objectives.

2.4 If approved the dean of trainees shall issue a registration number and certificate to the club and communicate the same to the club patron as per internal communications procedure in the operations procedures manual KNP/PM/MR/09




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2.5 The procedure shall be deemed complete when the club/societies receive the certificate of registration

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

- a) Copy of club or society constitution
- b) Copy of certificate of registration

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## PROCEDURE NUMBER: 3. HEALTH CARE

### 1.0 GENERAL INFORMATION

#### 1.1 PURPOSE

The purpose of this procedure is to ensure that the students receive health care in an effective and transparent way.

#### 1.2 SCOPE

This procedure applies student's health care within the Polytechnic.

#### 1.3 REFERENCES

- a) Current Medical Ethics manual from the Ministry of Health
- b) Current Counselling Ethics from KCA

#### 1.4 TERMS DEFINITION

- a) KCA-Kenya Counselling Association
- b) DOS-Dean of Students
- c) P.O-Procurement Officer
- d) COVID-19 – Corona virus 2019.

#### 1.5 PRINCIPAL RESPONSIBILITY

The Polytechnic nurse shall ensure adherence to this procedure


#### 1.6 INTERFACES/INTERACTIONS

- a) Procurement for supply of health care materials and equipment
- b) Deputy principal for signing of transport work ticket
- c) Finance for payment of suppliers and medical consultancy
- d) D.O.S for consultations and advise

#### 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Timely attendance to emergency cases	Review of record book

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Timely medical therapy	Review of record book
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## 1.8 RESOURCES

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

- a) personnel
- b) finance
- c) transport
- d) infrastructure

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Drugs	Healthy students
Medical equipment	communications
Trainee	Referral reports

## 2.0 METHOD

2.1 Health care within the Polytechnic is in different categories

- a) Routine health care
- b) Special care e.g., asthmatic, ulcers, HIV, blood pressure
- c) Emergency cases
- d) Medical therapy

### 2.2 Routine health care

2.2.1 This activity shall start with a sick student presenting himself/herself to the dispensary.

2.2.2 The nurse shall ensure that he/she enters the details of the students in the clinical register


2.2.3 The nurse shall listen to the complaints, take observations i.e., temperature, pulse rate and blood pressure as necessary

2.2.4 The nurse shall then make a diagnosis based on:

- a) Clinical signs
- b) History of illnesses
- c) Symptoms
- d) Clinical observations

2.2.5 In the event of laboratory examination requirements, the nurse shall refer the student for the laboratory examination by issuing a lab request form.

2.2.6 In the event that no laboratory examination is required, the nurse shall treat as appropriate.

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2.2.7 Upon the student in 2.4.5 above presenting the lab results, the student shall also be treated as appropriate and if need be, for referral, the nurse shall refer him/her to the district hospital for further treatment.

2.2.8 In case of hospital admission, the nurse shall inform the dean of students and the activity shall be deemed complete.

### **2.3 Emergency cases**

2.3.1 This activity shall start upon an emergent of a medical emergency case.

2.4.2 The nurse shall proceed as per the following work instruction

- a) Clear the air way
- b) Control bleeding where applicable
- c) For a fracture, immobilize immediately
- d) Relieve pain
- e) Refer, if necessary, as per 2.2.8 above to the end and this activity shall be deemed complete

### **2.5 Medical therapy**

2.5.1 This procedure shall start with the nurse accessing the students as per the criteria in 2.2.4.

2.5.2 In the event that the nurse discovers that the student needs guidance and counselling, they shall be referred to the guidance and counseling coordinator for assistance.


2.5.3 This procedure shall be deemed complete when the student recovers, reviews done and reports on the same maintained by the nurse.

### **2.6 VCT Service**

2.6.1 This procedure shall start with the nurse proposing the date of providing VCT two consecutive days in a term as per the schedule of term activities of the Dean of students' office.

2.6.2 Upon determining the date, the nurse shall prepare and present a budget to the principal to facilitate the proposed VCT services.

2.6.3 Upon approval of the budget the nurse shall make a written request for HTC counsellors to VCT service providers two weeks before the proposed date.

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2.6.4 The Dean of students shall raise an internal memo to notify the KNP students and staff of the date and venue for free VCT services.

2.6.5 On the activity day, individual students and staff shall voluntarily present themselves to the HTC counsellors for counselling and testing where confidentiality shall be observed.

2.6.6 The procedure shall be deemed complete when the HTC counsellors submit data on their findings to the nurse and then for onward transmission to the Principal.

### **3.1 LIST OF APPLICABLE RECORDS AND REPORTS**

- a) Lab request
- b) Clinical register
- c) Referrals
- d) Requisitions

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## PROCEDURE NUMBER 4: CATERING

### 1.0 GENERAL INFORMATION

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, efficiency and timeliness in catering services.

#### 1.2 SCOPE

This procedure applies to all activities of catering within the Polytechnic

#### 1.3 REFERENCE

KNP Menu

#### 1.4 TERMS DEFINITONS

a) P.O- Procurement Officer

#### 1.5 PRINCIPAL RESPONSIBILITY

The cateress shall ensure adherence to this procedure


#### 1.6 INTERFACES/INTERACTIONS

- a) Procurement for supply of food stuffs
- b) Finance- for payment of suppliers and workers.
- c) Principal- for budget approval
- d) Human resource- for personnel

#### 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Timely food service	<ul style="list-style-type: none"> <li>• Observe adherence to the Polytechnic time table.</li> <li>• Review of Customer feedback.</li> </ul>
Fairness in service	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Review of Customer feedback.</li> </ul>

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Offering balanced diet meals in the Polytechnic	Observe adherence to the institution standard menu
Hygiene and cleanliness in the kitchen and dining hall	Analysis of feedback tool and physical observation
Total adherence to the menu.	Review of suppliers records of supplies and prepared meals against the menu.


### 1.8 RESOURCES

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

- a) Personnel
- b) Infrastructure
- g) Finances

### 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Menu	Balanced diet
Raw food	Satisfied and Healthy clients.
Water and fuel.	Cooked food
Cooking and serving Equipment.	Updated records(ledgers)
Cleaning materials and Equipment.	Clean and hygienic environment.
Duty roster.	Filled questionnaire.
Feedback questionnaire	

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## 2.0 METHOD

- 2.1 This procedure shall start with the cateress coming up with a menu that shall be forwarded to the principal for onward transmission to the Polytechnic Council for approval. In approving the Council shall be guided by balance of the diet.
- 2.2 The cateress shall also prepare a duty roster guided by the personnel in the kitchen one week before the Polytechnic opens.
- 2.3 The cateress shall avail the copy of the duty roster to the Dean of Students for approval guided by balance of work. In the event of disapproval, the Dean of Students shall communicate to the cateress with recommendations
- 2.4 Upon approval the cateress shall post the duty roster on the kitchen notice board for the kitchen staff information.
- 2.5 The cateress shall then fill in a requisition form for all the requirements of the term and give them to the procurement officer as per the procurement procedure.
- 2.6 The cateress shall also establish the number of people that shall be catered for at the beginning of every term from the admission office guided by the number of students registered as boarders.
- 2.7 The cateress shall ensure that the food is prepared as per the menu of the day and also ensure that the following are adhered to:
  - a) Hygiene is observed.
  - b) Quality and quantity of food is observed.
- 2.8 Upon the food being ready, it shall be taken to the serving counter ready to be served. At meal time, students shall be served at the counter upon production of the meal voucher.
- 2.9 This procedure shall be deemed complete after service is rendered.

### 3.1 LIST OF APPLICABLE REPORTS/RECORD

- a) Approved menu
- b) Ledger
- c) Meal service schedule
- d) Kitchen Duty roster



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## PROCEDURENUMBER 5: HOUSEKEEPING

### 1.0 GENERAL INFORMATION

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in housekeeping

#### 1.2 SCOPE

This procedure applies to all activities of housekeeping in KNP

#### 1.3 REFERENCES

NONE

#### 1.4 TERMSDEFINITION

NONE

#### 1.5 PRINCIPALRESPONSIBILITY

The house keeper shall ensure adherence to this procedure


#### 1.6 INTERFACES/INTERACTIONS

- a) Procurement for supply of cleaning materials and equipment and boarding facilities
- b) Principal for approval of budget
- c) Finance for payment
- d) Human resource for provision of personnel
- e) D.O.S for consultation

#### 1.7 PERFORMANCETARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Fairness in the allocation of boarding facilities to students.	<ul style="list-style-type: none"> <li>• Review hostelapplicationsagainstallocationndocumentsandtermsandconditions</li> <li>• Reviewingof record book</li> </ul>

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Security and safety in the hostels	<ul style="list-style-type: none"> <li>Observe availability of fire fighting appliances and security officers in the hostels</li> <li>Review incidences occurrence book</li> </ul>
Thoroughly cleaned hostels and hostel environment	<ul style="list-style-type: none"> <li>Physical check and observation of the cleaning records and hygiene status</li> <li>Analysis of feedback tool</li> </ul>

## 1.8 RESOURCES

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

- a) personnel
- b) infrastructure
- c) finance


## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Materials & equipment.	<ul style="list-style-type: none"> <li>Clean, secure &amp; safe environment</li> <li>Duly filled room booking forms</li> <li>communications</li> <li>Cleaning records</li> </ul>
Budget	
Trainee	
Water	
Boarding facilities	
Duty roster	
Personnel	
Booking forms	

## 2.0 METHOD

2.1 Housekeeping within the Polytechnic shall be in three forms

- a) Inside the hostels
- b) Outside the hostel
- c) Sanitation in the Polytechnic

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## 2.2 Inside the hostel


- 2.2.1 This activity shall begin one week before the Polytechnics opening, when the housekeeper shall communicate to the cleaners on:
- a) The date and time of cleaning
- The cleaner shall collect the equipment from the house keeper and sign in the ledger.
- 2.2.2 The cleaners shall proceed to the hostels for thorough cleaning.
- 2.2.3 In the course of the work, the house keeper shall supervise to ensure effective cleaning takes place.

## 2.3 Daily routine outside the hostel

- 2.3.1 This procedure shall start with the housekeeper preparing duty roster a week before the opening of the term.
- 2.3.2 In preparation of the duty roster, the housekeeper shall consider
- a) Area to be covered
  - b) Man power
- 2.3.3 The housekeeper shall forward a copy of the duty roster to the dean of students for information and recommendation as necessary.
- 2.3.4 Upon approval the dean of students, housekeeper shall reproduce a copy as per reprographic procedure and post it in the office notice board for information to the cleaners.
- 2.3.5 Upon completion of the cleaning, the officer shall report to the housekeeper who shall then supervise the work done guided by the job card
- 2.3.6 If the work is not satisfactorily done, the house keeper shall record the details in the job card and ensure repeat of the work by the officer.
- 2.3.7 All the job cards shall be filed for reference and shall form the basis for appraisal and this procedure shall be deemed complete.


## 3.1 LIST OF APPLICABLE RECORDS AND REPORTS

- a) Requisitions
- b) Job card

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- c) Daily routine rota
- d) Memos and minutes
- e) Ledger books
- f) Inspection report
- g) Occurrences book

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## PROCEDURE NUMBER 6: HOSTEL BOOKING

### 1.0 GENERAL INFORMATION

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in hostel booking

#### 1.2 SCOPE

This procedure applies to all activities of hostel Booking in KNP

#### 1.3 REFERENCES

NONE

#### 1.4 TERMS DEFINITION

KNP- Kitale National Polytechnic

#### 1.5 PRINCIPAL RESPONSIBILITY

The Boarding Master/Mistress shall ensure adherence to this procedure


#### 1.6 INTERFACES/INTERACTIONS

- a) Procurement for supply of boarding facilities
- b) Principal for approval of budget
- c) Finance for payment
- d) Human resource for provision of personnel
- e) D.O.S for consultation

#### 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Fairness in the allocation of boarding facilities to students.	<ul style="list-style-type: none"> <li>• Review hostel applications against allocation documents and terms and conditions</li> <li>• Reviewing of record book</li> </ul>

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Security and safety in the hostels	<ul style="list-style-type: none"> <li>Observe availability of firefighting appliances and security officers in the hostels</li> <li>Review incidences occurrence book</li> </ul>
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## 1.8 RESOURCES

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

- d) personnel
- e) infrastructure
- f) finance

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Materials & Equipment.	<ul style="list-style-type: none"> <li>Clean, secure &amp; safe environment</li> <li>Duly filled room booking forms</li> <li>communications</li> </ul>
Budget	
Trainee	
Boarding facilities	
Booking forms	

## 2.0 METHOD

2.1 Hostel allocation within the Polytechnic shall be in three forms

- d) Booking of hostel/beds
- e) Allocation of rooms/beds
- f) Clearing of rooms/beds


### 2.2 Booking of hostel/beds

2.2.1 This activity shall begin after the deputy dean in charge of boarding communicating to continuing students two weeks to the end of the term to apply for room reservation.

The booking period will extend for two weeks after closing.

2.2.2 The room shall be reserved based on;

- a) Full payment of fees for self-sponsored students
- b) Government sponsored students may be considered based on the existing arrangements.
- c) Students with special may be considered based on the existing arrangements.

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2.2.3 New students who have paid full fees shall be allowed to book for rooms/beds within this period.

### **2.3 Allocation of rooms/beds**

2.3.1 This procedure shall start with allocating a room/bed to the upon reporting. The student is issued with a room and bed number upon presenting himself or herself to the boarding master/mistress who will key in the admission number and generate a room/bed voucher.

2.3.2 The student will proceed to the housekeeper who upon examining the voucher shall issue a mattress, boarding materials and a copy of boarding rules as appropriate.


2.3.3 The student will sign in the room/bed/mattress allocation register and proceed to the room.

### **3.0 Clearing the room**

3.1.1 This procedure will start immediately after the students finish the exams. The student shall return the mattress and any other material issued to him/her to the house keeper and sign in the mattress issuance register.

3.1.2 In the event the mattress or any other material issued to the student is lost or missing, the clearance is withheld until the missing item is replaced.

3.1.3 The procedure shall be deemed complete upon the house keeper updating and forwarding the records to the deputy dean in charge of boarding

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## PROCEDURE NUMBER 7: SPORTS AND RECREATION

### 1.0 GENERAL INFORMATION

#### 1.1 PURPOSE

The purpose of this manual is to ensure that all activities pertaining to sports and recreation are carried out effectively and efficiently.

#### 1.2 SCOPE

This procedure applies to all activities of sports and recreation within the Polytechnic

#### 1.3 REFERENCES

- a. KATTI SPORTS AND RECREATION guidelines

#### 1.4 TERMS AND DEFINITON

- a) KATTI SPORTS AND RECREATION – Kenya Association of Technical Training Institutions

#### 1.5 PRINCIPAL RESPONSIBILITY

The HOD Sports and recreation is responsible for ensuring that this procedure is adhered to.

#### 1.6 INTERFACES/INTERACTIONS


- a) Procurement -for buy playing sports and recreation equipment/facilities
- b) D.O.S-for Consultation
- c) Registrar Administration-for transport for teams/members
- d) Finance -for facilitation
- e) Human resource- for maintenance of fields/recreation facilities
- f) Communication procedure
- g) Principal budget approval
- h) Nurse for first aid /treatment

#### 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Well trained teams, skillful actors and	Review certificates, trophies and reports.
Regular trainings	Review report
Knowledgeable coaches and trainers	Review certificates, CVs and feedbacks



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Adequate training facilities and equipment	Physical observation / checking of facilities, review feedbacks
Incidences free competitions	Review of reports for any incidences reported,

## 1.8 RESOURCES

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


- a) personnel
- b) infrastructure & facilities
- c) funds

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Sporting and recreation materials & equipment.	Physically fit trainees, actors and performers, trainers, coaches
Budget	
Trainee	

## 2.0 METHOD

- 2.1 This procedure shall start when the HOD Sports and recreation convenes a sports and recreation meeting with coaches and trainers in consultation with the dean of trainees to prepare a calendar of events and budget for the term
- 2.2 The HOD Sports and recreation shall present the budget proposal to the principal for approval guided by the Polytechnics overall budget.
- 2.3 In the event of disapproval, the principal shall communicate the same to the HOD Sports and recreation with recommendations for amendments
- 2.4 Upon approval the HOD Sports and recreation shall make the necessary requisitions as per the procedure for requisitions in the operations manual.
- 2.5 The HOD Sports and recreation shall organize friendly build-up matches and presentations for the trainees as per the prepared terms calendar of events and budget.
- 2.6 The HOD Sports and recreation shall ask the coaches to prepare a list of players and performers to travel for the competitions and communicate to relevant personnel as per the internal communication procedure in the operations manual. The list shall include:


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- a) Venue
- b) discipline
- c) Players/performers names and admission numbers
- d) No. of players/performers
- e) Coach/Trainers responsible

- 2.7 The HOD Sports and recreation shall forward the list to the dean for approval and recommendation as necessary. The dean shall file the same as per the filing procedure number 3 in the operations manual.
- 2.8 The HOD Sports and recreation shall then liaise with the Registrar Administration to facilitate the transport as per the procedure on managing transport services in the operations manual.
- 2.9 This procedure shall be deemed complete when the HOD Sports and recreation gives a written report to the dean of trainees and hands over any trophies/certificates awarded for the onward transmission to the Principal.

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

- a) Dully filled team/performers lists
- b) Written report of the teams performance
- c) Certificates and trophies won

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## **PROCEDURE NUMBER 8: TRAINEES' ENTERTAINMENT**

### **1.0 GENERAL INFORMATION**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure efficient and effective provision of trainees entertainment at Kitale National Polytechnic.

#### **1.2 SCOPE**

The procedure is applicable to all the trainees entertainment in Kitale National Polytechnic.

#### **1.3 REFERENCES**

NONE

#### **1.4 TERMS AND CONDITIONS**

- a) DVD-Digital Versatile disk
- b) CD- compact disk
- c) T.V- Television
- d) D.S.T.V-Digital satellite Television
- e) DOS-Dean of Trainees

#### **1.5 PRINCIPAL RESPONSIBILITY**


The HOS entertainment shall be responsible for ensuring that this process is adhered to.

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

- a) Procurement -for supply of entertainment material and equipment-
- b) Deputy principal -for consultation
- c) Finance- for payment suppliers, and rewarding participant
- d) D.O.S for consultation
- e) Principal for budget approval
- f) Cateress for the hall and meals

#### **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
Fairness in the provision of entertainment	Analyzing feedback tool
Total accountability of entertainment equipment / facilities	Review store records. Physical checking of the entertainment equipment/ facilities.

## 1.8 RESOURCES

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

- a) Personnel
- b) Infrastructure

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Security	<ul style="list-style-type: none"> <li>• Secure</li> <li>• occasions</li> <li>• Awards</li> <li>• Approved budget</li> <li>• Recreation</li> </ul>
Budget	
List of participants	
Entertainment materials & equipment	
Trainee	

## 2 METHOD

2.1 This procedure shall start with the Dean of students coming up with a calendar of events a week opening of the new term.


2.2 The Dean of Students shall consult the finance officer to ensure that the money for entertainment is allocated as per the budget catering for hiring of disco once per term and Pay TV subscription for the three/four months of the term and other entertainment activities.

2.3 The Dean of Students shall then fill in a requisition form and forward to the Principal for approval

2.4 The Dean of Students shall then ensure that the equipment are available.

2.5 After the entertainment, Dean of Students shall ensure that the entertainment representative hands over the entertainment equipment to the Dean's office at end of the term.


2.6 In case of any losses/damages the entertainment representative shall be held accountable and

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procedure shall be deemed complete when the student hands over the entertainment equipment to the Dean's office at the end of the term.

### **3.1 LIST OF APPLICABLE RECORDS**

- a) Filled Requisition Form
- b) Entertainment Requisitions
- c) Entertainment Approved budgets
- d) Analyzed customer satisfaction feedback tool

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## **PROCEDURE NUMBER 9: TRAINEES GOVERNANCE**

### **1.0 GENERAL INFORMATION**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness and efficiency in trainees governance

#### **1.2 SCOPE**

This procedure applies all the activities of the student's governance at KNP.

#### **1.3 REFERENCES**

- a) Current KNP rules and regulations.
- b) Student council constitution (Revised 2020)
- c) Academic policy
- d) Polytechnic's Order
- e) Constitution of Kenya

#### **1.4 TERMS DEFINITIONS**


- a) DOS- Dean of Students
- b) KNP- Kitale National Polytechnic

#### **1.5 PRINCIPAL RESPONSIBILITY**

The Dean of Student shall ensure that this procedure is adhered to.

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

- a) Procurement -for supply of Election material and equipment-
- b) Deputy principal Administration -for consultation and advice
- c) Deputy principal Academics -for consultation.
- d) Registrar Administration -for consultation.
- e) Registrar Academic -for consultation.
- f) Academic H.O.Ds- for consultation
- g) Finance- for payment suppliers, security and rewarding participant
- h) D.O.S for consultation

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- i) Principal for budget approval
- j) Cateress for the hall and meals

### 1.7 PERFORMANCE TARGET

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

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Free and fair elections	Review reports, list of elected trainees council, governing regulations and complaints.
Efficient leadership	Review execution of their duties and responsibilities/reported complaints.
Peaceful elections	Review incidences reported.


### 1.8 RESOURCES

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

- a) Personnel
- b) Infrastructure

### 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
LIST OF ELECTION CANDIDATES	List of elected leaders Approved budget Marked ballot papers Reports and certificates Filled nomination papers
Election materials and equipment	
Budget	
Ballot papers	
List of electoral commissioners	
Notice for elections	
Personnel	
Nomination forms	

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## 2.0 METHOD

### 2.1 Installation of Electoral Commission

- 2.1.1 This procedure shall begin at the beginning of January or May when the DOS constitutes a student Electoral Commission in consultation with the HODs as per the KNP trainees Council constitution.
- 2.1.2 The Electoral Commission in consultation with the DOS who is the returning officer shall ensure that the electoral process is conducted freely, fairly and transparently.


### 2.2 Student Elections

- 2.2.1 The activity shall start when the DOS as the returning officer shall dissolve the outgoing council through a notice as per internal communication procedure in the general operations manual in the 2nd week of opening in January or May.
- In the same notice, interested trainees in the declared vacant posts shall be asked to pick nomination forms from the Electoral Commissions office within seven days.
- 2.2.2 At the end of the nomination period, the Electoral commission in consultation with the DOS shall convene a meeting to vet the candidates. The vetting shall be conducted as per the student councils constitution, college rule and regulations and academic policy
- 2.2.3 After vetting, the Returning Officer shall within two days;
- Release the list of successful nominees to the entire students body as per the internal communications procedure.
  - Provide a programme detailing calendar of events until the completion of the electoral process.
- 2.2.4 The returning officer shall prepare a budget and materials for the voting exercise.
- 2.2.5 After the voting and counting exercise is over, the returning officer shall declare the new office bearers.
- 2.2.6 This activity shall be deemed complete upon the new office bearers being sworn in and taking office.

### 3.1 LIST OF APPLICABLE RECORDS/REPORTS

- Requisitions
- Clubs and society records
- HELB/bursary records



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- d) Discipline records
- e) Budgets
- f) Minutes
- g) Occurrence records