





KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

ICT QUALITY OBJECTIVES

KNP/QO/ICT/04

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

INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)

QUALITY OBJECTIVES

Objective	Who will be responsible?	What will be done?	When will it be completed?	What resources will be required?	How will the results be monitored and evaluated?
<i>State a measurable quality objective addressing any of the dimensions of quality product/ service</i>	<i>Give the title of the person to ensure that the quality objective is achieved (the process owner)</i>	<i>State activities to be undertaken to ensure that the quality objective is achieved</i>	<i>For every activity in column 3 indicate when it will be completed</i>	<i>Indicate the resources required to undertake the activities in column 3</i>	<i>Indicate how results will be monitored and evaluated that you've met the quality objective</i>
To maintain data classification and backup in the polytechnic monthly for departmental data and daily for MIS data by December 2022.	ICT officer	<ul style="list-style-type: none"> ➤ Daily back of MIS documents ➤ Monthly backup of departmental office documents ➤ Propose acquisition of automatic data backup system 	Daily Monthly December 2022	Back up media such as, CDs,DVDs and external disks. Lockable cabinets for safe storage of the data	Review the filled data backup forms and confirm the backed up data in the media
To enhance information and data security by issuing access rights to authorized users, securing offices and labs and installing up to date antivirus software's by the end of December 2022	ICT Officer/ IT TECHNICIAN	<ul style="list-style-type: none"> ➤ Issue of access rights to authorized users ➤ Ensuring that all offices and computer labs are lockable ➤ Procure annual antivirus for all institute computers 	When there are new staff and deployment daily Yearly	Finances for procuring the antivirus. Regular monitoring and observation of the offices to ensure that the doors and windows are lockable	system log files Letters authorizing user access Antivirus installation sheet

PREPARED BY: Head of ICT..

APPROVED BY: The Principal

DATE: 25th October 2021.