



## KITALE NATIONAL POLYTECHNIC



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QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

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### ODEL QUALITY OBJECTIVES

KNP/QO/ODEL/o4

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>

**OPEN DISTANCE AND Elearning (ODEL)**  
**QUALITY OBJECTIVES FOR THE FY 2021-2022**

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 a fully functional LMS and related platform that support ODeL in the polytechnic on a daily basis to reduce downtimes by June 2022.	ODEL Coordinator/ICT officer/TC/Technician/ISP	<ul style="list-style-type: none"> <li>➤ Daily backups of LMS systems</li> <li>➤ Monthly reports of performance of LMS</li> </ul>	Daily  Monthly  December 2022	Back up media such as, online cloud services and external disks. Funds Staff	Review the filled data backup forms and confirm the backed up data in the media
To enhance teaching and learning on ODEL platforms by ensuring access rights to authorized users, securing infrastructure supporting ODEL and ensure frequent upgrading of system by the end of June 2022	ODEL Coordinator/ICT officer/TC/Technician/ISP	<ul style="list-style-type: none"> <li>➤ Issue of access rights to authorized users</li> <li>➤ Ensuring that ODEL offices and computer labs are lockable</li> <li>➤ Provide periodic induction, training and sensitization to staff and students</li> </ul>	When there are new staff and deployment  Daily  Yearly	Staff Finances Regular monitoring and observation of the offices to ensure that the doors and windows are lockable	system log files Letters authorizing user access Training, workshop attendance list and schedules

**PREPARED BY: Coordinator ODEL**

**APPROVED BY: The Principal**

**DATE: 25<sup>th</sup> October 2021.**