





KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

RESEARCH AND DEVELOPMENT QUALITY OBJECTIVES

KNP/QO/R & D/04

Authorized by: _____ Principal	Sign: 	Date: <u>25/10/2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25/10/2021</u>

RESEARCH AND DEVELOPMENT

QUALITY OBJECTIVES FOR THE FINANCIAL YEAR 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?
To conduct at least one exhibition and one conference every Financial Year.	HOD	1. Develop the departmental calendar of events and budgets 2. Plan and conduct Exhibition 3. Plan and conduct Conference 4. Provide Reports on research undertakings	1. 1 st month of quarter one 2. Quarter three 3. Quarter four 4. One week after completion of activity	Funds/personnel/materials-stationery and innovation materials/equipment	Review department calendar of events and budgets Review the schedule timelines, meetings minutes, conference innovations register. Review the number of innovations/papers successfully presented Review reports and reporting timelines

PREPARED BY: HEAD OF RESEARCH AND DEVELOPMENT.

APPROVED BY: THE PRINCIPAL

DATE: 25TH OCTOBER 2021