





KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

HOSTEL AND HOUSEKEEPING QUALITY OBJECTIVES

KNP/QO/HH/04

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

HOSTEL AND HOUSEKEEPING SECTION
QUALITY OBJECTIVES FOR THE FY 2021-2022

SNo	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>
1.	To attain 100% allocation of boarding facilities to eligible students by 30 th June 2022	Boarding master/mistress	<ul style="list-style-type: none"> - Early booking: - booking to be done immediately after the college closes. - By the use of bed computer allocation system. - Confirm 100% fee payment for the facility. 	<p>-termly.</p> <p>-termly</p> <p>-termly</p>	<ul style="list-style-type: none"> - Computer. - Payment receipts. - Bed allocation system. - Personnel. - Infrastructure. - Facilities e.g. beds, mattresses 	<p>-Records of booking and allocation of beds shall be observed and reviewed as from the end of the previous term to the end of the first week of current term.</p>
2.	To increase the hostels from current 9 to at least 12 by 30 th June 2022	Boarding master.	<p>Propose and follow up with management to :-</p> <ul style="list-style-type: none"> - Build new hostels. 	By the end of December 2018.	-funds and personnel.	<ul style="list-style-type: none"> - Writing a proposal to the management.

			- Outsource hostels.	-when urgent need arises		
3.	To maintain 100% cleanliness in and outside the hostel and all sanitations within the polytechnic by June 2022.	Housekeeper	<ul style="list-style-type: none"> - Supervision. - Co-ordinate with procurement to ensure there is timely and enough supply of cleaning materials and equipment. - Ensure there is enough personnel. 	<ul style="list-style-type: none"> - daily <p style="text-align: center;">termly</p> <p>At the beginning of the term</p>	-Funds and personnel.	<ul style="list-style-type: none"> - By reviewing records. - By following duty Rota.

PREPARED BY: HEAD OF HOSTEL AND HOUSEKEEPING.

APPROVED BY: THE PRINCIPAL

DATE: 25TH OCTOBER 2021.