



THE KITALE NATIONAL POLYTECHNIC

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QUALITY MANAGEMENT TRAINING MEETING HELD ON 30/9/2021 AT THE KITALE CLUB AT 9.00AM

MEMBERS PRESENT

1. Emily Murgor - Human Resource Officer

Agenda

1. Preliminaries
2. General review of the qms context and identify gaps
3. Review procedure & I identify gaps
4. Review risk, opportunity and gaps
5. Adjournment

PRELIMINARIES

The meeting started AT 10.00am with a word of prayer from farm manager, saying a word of prayer, the meeting was brought to order by the registrar admin.

GC/MT6/MIN.1/05/ 2021 GENERAL REVIEW OF THE CONTEXT AND IDENTIFY GAPS

EXTERNAL ISSUES

DROP

S/NO	ISSUE	CATEGORY	SUMMARY DESCRIPTION	Remarks
1	INEFFECTIVE UNION	LEGAL	UNHONOURED COLLECTIVE BARGAINING AGREEMENTS LEADING TO FURTHER GRIEVANCES AND DISPUTES	Positive the cba is been renegotiated
2	DIVERSITY	SOCIAL ISSUES	COMMUNITY MENTALITY THAT ONLY POLITICALLY CORRECT PERSONS HAVE BEEN EMPLOYED HENCE RESISTANCE TO PARTICIPATE FULLY BY PARTY THAT SEES ITSELF AS NOT BEING POLITICALLY CORRECT.	Negative a solution has not been reached to balance ethnicity

Internal Issues: nothing changed

Interested parties: nothing changed

Production and services: nothing changed

Law and regulation: nothing changed

communication: Alert for upcoming and new events to be communicated on monthly basis.

GC/MT6/MIN.2/05/ 2021 REVIEW PROCEDURE & I IDENTIFY GAPS

The registrar administration office was introduced and those procedures that went through the deputy admin were change to go through registrar administration.

During inductions handing over procedure was introduced.

After appraisals awards procedure was introduced.

GC/MT6/MIN.3/05/ 2021 REVIEW RISK, OPPORTUNITY AND GAPS

For the risk remarks and reports were evaluated and opportunity more columns were added timelines were set to 30th June 2022, resources identified and who was responsible to perform and adhered completion of the procedure.

RECOMMENDATION:

- The college structure should be made clear and duties of human resource and registrar administration streamlined.
- The duties and responsibility be specified for human resource and administration registrar.
- The Qms procedure of human resource office and registrar administration be clarified.
- The structure and organogram of the institute be revised

GC/MT6/MIN.6/05/ 2021 ADJOURNMENT

There being no other business, the meeting ended at 17:50 p.m. with a word of prayer.

Human resource officerSign.....Date.....

ISO 9001:2015 Certified Institution

