





KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

EVALUATION REPORT ON THE ACHIEVEMENT OF QUALITY OBJECTIVES FOR THE FY 2018-2020

LIBRARY DEPARTMENT

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

LIBRARY

EVALUATION REPORT ON THE ACHIEVEMENT OF QUALITY OBJECTIVES FOR THE FY 2018-2019

	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?	Status	Comments
	<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>		
01	To increase the use and access of E resources from 25 users per day to at least 30 users by December 2018.	Librarian	Acquire more computers Recruit ICT technician Acquire more online content Conduct user trainings Develop checklist questionnaire	30/04/2018 30/06/2018 30/06/2018 3 rd week of every term 30/01/2018	Funds Skilled personnel	Monitored by- review the created user's register -Physical Observation of the users -Review of field questionnaire -Review of evidence of training evaluating by analyzing the data in the user register at the end December 2018	100%	The objective was achieved
02	To enhance acquisition of information materials requested by user	HOD	Timely receipt of information materials lists from user departments. Timely submission of requisitions to	30/10/2017 30/11/2017	Stationery Computers Skilled personnel	Monitoring by - referring to the user department request lists - review communications with the procurement	60%	The objective was not fully achieved due to delays in the procurement process.

	departments from 55% to at least 80%by December 2018		the procurement department			department . Evaluating by checking the purchase list vis a vis the purchase list.		
--	---	--	----------------------------------	--	--	--	--	--

PREPARED BY: HEAD OF LIBRARY

APPROVED BY: THE PRINCIPAL

DATE: 25TH OCTOBER 2021