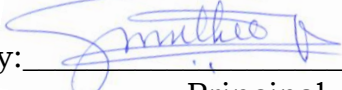


MERU NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015
ACADEMIC PROCEDURES MANUAL
MNP/PM/AC/001

Authorized by:  Principal	Date: 16 TH JUNE 2016
Issued by:  Management Representative	Date: 16 TH JUNE 2016



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Doc No: MNP/PM/AC/001

Issue: 02

Version: 0

Issue Date: 16-06-2016

DOCUMENT VERSION CONTROL SHEET

Issue No.	Issue Date	Description of Change	Authored / Revised by	Approved By
Issue 1 Version 0	13-May-2011	Document creation	Academic HODs	Principal
Issue 2 Version 0	16-June- 2016	Overhaul of the Procedure Manual to meet the requirements of ISO 9001:2015	Academic HODs	Principal



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PROCEDURE NUMBER 1: WORK LOAD ALLOCATION AND PREPARATION OF SCHEMES OF WORK

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in work load allocation and preparation of schemes of work

1.2 SCOPE

This procedure applies to workload allocation and preparation of schemes of work in the polytechnic.

1.3 REFERENCES

- a) Current Syllabi
- b) Current TSC guidelines
- c) Current CBE

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The DP (AA) shall ensure adherence to this procedure.

1.6 INTERFACES

a) HOD

Facilitate printing, availability of soft copy schemes of work and receive printed schemes of work.

b) Other Academic departments

Request for lecturers in case of shortage.

c) Deputy Principal (AA)

- a) To advice on requests for employment of BOG Lecturers.
- b) To facilitate the harmonization of work load and time tables.

d) Registrar

To provide list of potential classes



1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Complete and timely workload allocation before the end of the current term.	- Reviewing the workload - Feedback from lecturers
Availability of complete schemes of work for all subjects to be taught in a given term.	- HODs checking the schemes of work by the first Friday of the opening week.

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Current Syllabi
- b) TSC current guidelines
- c) Current CBE
- d) Stationery
- e) Computer and a printer

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Work load allocation document	- A complete work load allocation for the department. - Approved schemes of work ready for use
Current syllabi	
Soft copy schemes of work	
Computer and printer	
Personnel	

2.0 METHOD

2.1 This procedure shall start with the respective HODs liaising with the respective deputy HODs and the HOSs as applicable to determine the following at least a week before the end of the term:

- a) The number of classes being planned for.
- b) The number of course units per class.
- c) The number of hours per unit.
- d) The teachers in their area of specialties.
- e) The number of course units that cannot be taught by lecturers within the department.



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- 2.2 Upon 2.1 above, the HOD shall convene a departmental meeting to allocate the actual number of teaching units and the number of hours as per the current syllabi, the current CBE on minimum workload and the criteria in 2.1 above.
- 2.3 The DP (AA) shall then convene a meeting of the academic board before opening of the new term for workload harmonization. During the meeting, HODs shall consult to get lecturers with relevant areas of specialization where there is a shortage in a department.
- 2.4 Upon allocation of workload, the subject lecturer shall analyze the subject content and the allocated number of hours in the syllabus and rationalize the work to be covered against the time available in weeks for that term.
- 2.5 The lecturer shall submit the prepared schemes of work and course outline to the HOD for verification and approval by Friday of the opening week of each term.
- 2.6 In verifying and approval, the HOD shall consider the approved schemes of work for the subject.
- 2.7 In the event that the criteria in 2.6 is not met, the HOD shall recommend corrections by the relevant subject lecturer and ensure re-submission by a deadline date.
- 2.8 Upon certification, the HOD shall register the approved schemes of work and the course outline in the schemes and course outline submission form.
- 2.9 In the event that a lecturer does not submit the schemes by the deadline date, the HOD shall communicate as per the communication procedure to the DP (AA) for action.

Note: the outcome of this procedure shall form the input to the timetabling procedure.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Workload Allocation Document
- 3.2 Minutes



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3.3 Schemes and Course Outline submission form

**PROCEDURE NUMBER 2: TIMETABLING****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure effective timetabling.

1.2 SCOPE

This procedure applies to the time tabling in all academic departments in the Polytechnic.

1.3 REFERENCES

Current Syllabi

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The Registrar shall ensure adherence to this procedure.

1.6 INTERFACES

- a) **Other Academic departments** – To iron out any clashes in the timetables
- b) **Registrar** – For harmonization of time tables and class rooms allocation

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Complete and effective working time table by the end of the first week of the term.	Ensuring availability of copies of the time table to the DP (AA), registrar, respective class teachers and the relevant notice boards

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Work load allocation document



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- b) Stationery
- c) Computers and printers
- d) Personnel

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	A complete time table for the department
Work load allocation document	
Computers and printers	
Personnel	
Tuition rooms	

2.0 METHOD

- 2.1 This procedure shall start a week before opening and after work load allocation, with the HODs in liaison with the Deputy HODs/HOSs preparing the departmental timetables.
- 2.2 In coming up with the departmental timetables, the HODs shall be guided by:-
- a) number of classes in the department,
 - b) number of subjects to be taught in the department,
 - c) hours per subject,
 - d) the teachers allocated the subjects, and
 - e) Special rooms (workshops, laboratories, computer labs and Technical Drawing rooms) where applicable.
- 2.3 This procedure shall be deemed complete once the HODs have submitted copies to the DP (AA), Registrar, displayed the time tables in the respective notice boards and distributed them to the respective class teachers for implementation.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Departmental timetables

**PROCEDURE NUMBER 3: TEACHING LESSONS****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to attain consistency and efficiency in teaching.

1.2 SCOPE

This procedure applies to the teaching of lessons in the Polytechnic.

1.3 REFERENCES

- a) Current Syllabi
- b) The Occupational Health and Safety Act (2007)

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The DP (AA) shall ensure adherence to this procedure.

1.6 INTERFACES

- a) **Procurement** - For purchase and issuance of teaching resources
- b) **DP (AA)** - For update on teaching progress

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% Coverage of subject content as per the schemes of work.	HODs checking the sampled records of work.

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Schemes of work
- b) Course outline
- c) Stationery
- d) Personnel



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1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	- Knowledge and skills
Schemes of work	- Marked class attendance registers.
Notes	- Relevant notes and references
Personnel	

2.0 METHOD

- 2.1 This shall be undertaken as per the schemes of work.
- 2.2 After every lesson, the lecturer shall complete the record of work in the lecturer's log book.
- 2.3 In the middle of the term, the respective HOD shall sample the records of work to determine whether they tally with the schemes of work.
- 2.4 If they tally, the HOD shall sign and stamp as evidence that the lecturer covered the content in the schemes of work. In case of any discrepancy the HOD shall advise the lecturer concerned accordingly.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Schemes of work.
- 3.2 Lecturer's log book

**PROCEDURE NUMBER 4: MONITORING OF CLASS ATTENDANCE****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to attain consistency and efficiency in monitoring class attendance

1.2 SCOPE

This procedure applies to monitoring of trainees and lecturers' class attendance in the Polytechnic.

1.3 REFERENCES

Current Syllabi

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The DP (AA) shall ensure adherence to this procedure.

1.6 INTERFACES

- a) Procurement – For purchase and issuance of class attendance registers and log books.
- b) DP (AA) - For update on teaching progress
- c) Quality Assurance Officer- To receive attendance reports
- d) Registrar – To provide a list of registered students

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100 % class attendance by lecturers	Weekly analysis of teaching diaries
100% class attendance by students	Monthly analysis of class attendance registers

1.8 RESOURCES

The resources to be used in the process are listed below:-



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- a) Time table
- b) Personnel
- c) Teaching diaries
- d) Class registers

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Class registers	Marked and analyzed class attendance registers and teaching diaries
Teaching diaries	
Time tables	
Personnel	

2.0 METHOD

2.1 Monitoring of trainees class attendance

- 2.1.1 This shall start at the beginning of each term with the respective class teacher preparing a class register from a copy of the registered trainees from the registrar's office and the respective subject lecturers preparing a register in the log book.
- 2.1.2 During each lesson, the subject lecturer shall take a roll call in the log book's register whereas the class teacher shall ensure the class register is marked on a daily basis.
- 2.1.3 In case of a trainee's consistent absenteeism from a particular subject, the subject lecturer shall inform the class teacher.
- 2.1.4 The class teacher shall investigate the matter and if need be liaise with the HOD for appropriate action.
- 2.1.5 On monthly basis, the respective HOD shall collect all the class registers to verify whether class attendance by the trainees has been consistent.
- 2.1.6 In the event of inconsistent attendance not reported, the HOD shall liaise with the Class teacher as applicable for appropriate action.

2.2 Monitoring lecturers' class attendance

- 2.2.1 This shall start at the beginning of each term with the Deputy HOD issuing teaching dairies to class representatives for recording lecturers' class attendance.



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2.2.2 On a weekly basis, the respective Deputy HOD shall collect the completed teaching dairies from the class representatives for analysis and filing.

2.2.3 In the event the Deputy HOD notes a lecturer's absenteeism, s/he shall inform the HOD who shall in turn summon the lecturer to justify his/her absenteeism.

2.2.4 The HOD shall advice the lecturer to cover the lost lessons before the end of the term and record in the lesson compensation form.

2.2.5 In case of continued lecturer absenteeism or failure to show up when summoned or compensate lost lessons, the HOD shall inform the DP (AA) for appropriate action.

3.0 LIST OF APPLICABLE RECORDS

3.1 Subject Register

3.2 Class register

3.3 Teaching diary

3.4 Lesson compensation form

**PROCEDURE NUMBER 5: EDUCATIONAL TRIPS****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness and consistency in planning and conducting all educational trips in the Polytechnic.

1.2 SCOPE

This procedure applies to the planning and conducting of all educational trips in the Polytechnic.

1.3 REFERENCES

Current Syllabi

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The DOS shall ensure adherence to this procedure.

1.6 INTERFACES**i. DOS**

- a) To schedule trips and organize for facilitation of the lecturers.
- b) To receive trip reports.
- c) Provide trip attendance form
- d) Arrange for transport

ii. Industry

To host the trip.

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Supplement subject content coverage as per the syllabi	Trip reports



1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Vehicle
- b) Personnel
- c) Trip attendance form

1.1 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Syllabi	Knowledge and skills acquisition Trip reports
Vehicle	
Trip attendance form	
Personnel	

2.0 METHOD

2.1 Determination of educational trips and places to visit

- 2.1.1 This shall start with the subject lecturer identifying a need to undertake an educational trip to complement the syllabus requirements.
- 2.1.2 Upon identifying a need for a trip, the subject lecturer shall in liaison with the class teacher /HOD determine suitable places of visit.
- 2.1.3 The subject lecturer shall then as per the external communication procedure in the Administration Procedures Manual seek consent from the places of visit. This shall be done at least one month before the visit.
- 2.1.4 The HOD shall then prepare a list of the trips in readiness for scheduling.

2.2 Scheduling of educational trips

- 2.2.1 This shall start two (2) weeks to the close of the term by the DOS as per the internal communications procedure in the administration procedure manual requesting academic HODs to submit a list of trips to be undertaken in the subsequent term. The HODs shall be required to forward the list to the DOS by the second week of opening.
- 2.2.2 On receipt of the lists from the HODs, the DOS shall prepare a schedule of educational trips.



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2.3 Conducting the scheduled academic trips

2.3.1 The subject lecturer shall prepare and submit to the HOD a list of trainees to undertake the trip at least 3 days to the date of the trip.

NB: A copy of the Invitation Letter should accompany the list submitted in 2.3.1 above.

2.3.2 The HOD shall determine the lecturers to accompany the trainees guided by:-

- a) Subject of study, and
- b) Availability of the lecturer.

2.3.3 The HOD shall also appoint one of the lecturers accompanying the trainees as the team leader.

2.3.4 The HOD shall then inform the lecturer(s) to accompany the trainees.

2.3.5 The DOS shall organize for transport and facilitation for the trip.

2.3.6 While on the trip, the lecturer(s) shall handle any issues arising and ensure discipline and safety of the trainees.

2.3.7 After the trip, the team leader shall compile a report on the trip and submit it to the DOS through the HOD on arrival from the trip for information.

3.0 LIST OF APPLICABLE RECORDS

3.1 Reply letters from respective industries/companies.

3.2 Trip report

3.3 List of trainees attending the trip



PROCEDURE NUMBER 6: SETTING AND MODERATION OF INTERNAL EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure consistency and effectiveness in setting and moderation of internal examinations.

1.2 SCOPE

This procedure applies to setting and moderation of internal examination in the Polytechnic.

1.3 REFERENCES

- a) Current Ministry circular on term dates
- b) Current syllabi

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure adherence to this procedure.

1.6 INTERFACES

a) Examination Office

- i. Exams time tabling
- ii. Receiving packaged exams.
- iii. Allocating examination supervision and invigilation duties.
- iv. Procurement – Providing exam stationery and related materials.

b) DEO – Departmental Examinations officer.

- i. Receiving internal exams for reprography
- ii. Collecting photocopied exams for packaging by the lecturers
- iii. Registry – Photocopying the Examinations.
- iv. HOD- Constituting Moderation panels where applicable.



1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
- Examinations covering all examinable subjects for the term - Moderated end of stage examination papers - 100% photocopying of the exams	Checking the duly filled and signed Examination submission form

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Computers and printers
- b) Personnel
- c) Stationery
- d) Examination submission form
- e) Lesson notes
- f) Schemes of work
- g) Past examination papers

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	Examination papers for the respective examinable subjects for the term
Computers and printers	
Lesson notes	
Schemes of work	
Past examination papers	
Personnel	

2.0 METHOD

2.1 This procedure shall start with the EO as per internal communication procedure informing all the subject lecturers to set examinations and submit them to the respective DEO by a deadline date.

2.2 Upon receipt of the communication the Subject lecturers shall set the examination considering:-

- a) Syllabus coverage,



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- b) Type of examination, and
 - c) Duration of the examination.
- 2.3 The subject lecturers shall forward the examination papers to the respective DEO who will sort out the end of stage examinations and forward them to the moderation panels for moderation.
- 2.4 The DEO shall ensure that the subject lecturers sign the draft examination register as evidence of submission.
- 2.5 During the moderation, the panel shall consider:-
- a) Format of the examinations,
 - b) Duration of the examination, and
 - c) Syllabi coverage.
- 2.6 In the event that an examination does not meet the set standards, the panel shall return the draft examination to the relevant subject lecturer for re-setting and re-submission through the DEO.
- 2.7 Upon completion of the moderation, the DEO shall submit all the examinations to the registry for reprography and collect them for packaging and labelling by the respective subject lecturers.
- 2.8 Upon packaging and labelling, the DEO shall then submit exams to the EO for storage ready for administration.
- 3.0 LIST OF APPLICABLE RECORDS**
- 3.1 Examination submission register
 - 3.2 Minutes of moderation of examinations



PROCEDURE NUMBER 7: ADMINISTRATION OF INTERNAL EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and consistency in the administration of internal examinations.

1.2 SCOPE

This procedure applies to the administration of all internal examinations in Polytechnic.

1.3 REFERENCES

Current KICD syllabi

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure adherence to this procedure.

1.6 INTERFACES

a) HOD

To provide list of examinable subjects, lecturers and class populations.

b) Examination Office

- i. Exam time tabling
- ii. Releasing exams to the invigilators
- iii. Receiving the examination scripts from the invigilators
- iv. Allocating examination supervision and invigilation duties

c) Registrar

Providing examination cards for eligible students.

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:



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PERFORMANCE TARGET	MONITORING AND MEASUREMENT
All eligible students sitting for exams	- Checking the duly filled and signed Examination Attendance Form. - Checking the exam invigilation collection/receipt form

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Examination rooms
- b) Personnel
- c) Stationery
- d) Examination collection/receipt form
- e) Examination attendance form
- f) Examination papers
- g) Examination cards

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	Timely administration of all examinations for the term
Examination rooms	
Examination cards	
Examination collection/receipt form	
Examination papers	
Personnel	

2.0 METHOD

- 2.1 This procedure shall start with the EO preparing and releasing the examinations timetable together with the list of all the invigilators and supervisors at least two weeks to the start of examinations.
- 2.2 The EO shall ensure that all the examinations are collected on time by the designated invigilators for administration and ensure that the collection/receipt form is filled by the invigilators.
- 2.3 In the examination room, the invigilator shall ensure that any unwanted materials are removed from examination room and ensure appropriate sitting arrangement.



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- 2.4 The Invigilator shall ensure identification of the trainees using the examination card and student identification card.
- 2.5 In the event that the trainee does not have the examination card, the invigilator shall refer him/her to the relevant HOD for advice.
- 2.6 Upon verification, the invigilator shall as per the start time issue the trainees with the examination papers, ensure continual monitoring throughout the examination time and ensure that the trainees register their presence in the examination attendance form.
- 2.7 In case of any default of the examination rules and regulations during the examination, the invigilator shall note the anomaly and report the same to the EO for action. As applicable, the invigilator shall attach the evidence on the trainee's examination materials and forward them to the EO.
- 2.8 At the stop time, the Invigilator shall collect the examination answer sheets, ensure the trainees sign the examination attendance form and forward them to EO who shall acknowledge receipt by signing collection/ receipt form.

Note: The supervisor(s) shall monitor the conduct of the examinations and take appropriate action or report to the EO in case of any anomaly.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Collection/Receipt form
- 3.2 Examination Attendance Form



PROCEDURE NUMBER 8: MARKING, RECORDING AND GRADING INTERNAL EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and consistency in the marking, recording and grading of all internal examinations.

1.2 SCOPE

This procedure shall apply to the marking, recording and grading of all internal examinations in the Polytechnic.

1.3 REFERENCES

Current KICD syllabi

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure adherence to this procedure.

1.6 INTERFACES

- a) Examinations Office - Releasing exam scripts to lecturers for marking
- b) System Administrator – Ensure MIS is operational at marks entry time
- c) QASO – To verify all exam scripts are marked

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
All exams are marked and marks correctly entered into the MIS	- Checking duly filled mark sheets - Checking duly filled marked scripts return form

1.8 RESOURCES

The resources to be used in the process are listed below:-



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- a) Personnel
- b) Stationery
- c) Management Information System
- d) Answer scripts collection form
- e) Marked Scripts return form

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	- Duly filled mark sheets - Duly marked scripts - Duly signed scripts return form
Management Information System	
Answer scripts collection form	
Marked Scripts return form	
Personnel	

2.0 METHOD

- 2.1 This procedure shall start with the subject lecturer collecting the examinations answer scripts for their classes for marking, grading and recording.
- 2.2 The EO shall ensure that the subject lecturers acknowledge collection in the answer scripts collection form.
- 2.3 The respective subject lecturer shall mark the examination scripts and record in the subject lecturer's personal log book.
- 2.4 The subject lecturer shall then enter the marks in the MIS within the stipulated time.
- 2.5 The EO in liaison with the HODs shall ensure that all the marks have been entered in the MIS by the deadline date.
- 2.6 In the event that a lecturer fails to enter the marks by the deadline date, the HOD shall report during the academic board meeting.
- 2.7 The subject lecturers shall forward the marked answer scripts to the QASO for verification before transmission to the trainees within the first two weeks of the term.
- 2.8 In the event of any anomaly, the QASO shall communicate to the DP (AA) who shall take appropriate action.



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3.0 LIST OF APPLICABLE RECORDS

- 3.1 Answer scripts collection form
- 3.2 Lecturer's personal log book
- 3.3 Marked Scripts Return form

**PROCEDURE NUMBER 9: EXAMINATIONS RESULTS ANALYSIS****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure efficiency and consistency in the analysis of internal and external examinations.

1.2 SCOPE

This procedure applies to the analysis of all end of stage and external examinations in the Polytechnic.

1.3 REFERENCES**1.4 TERMS AND DEFINITIONS**

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The EO shall ensure adherence to this procedure.

1.6 INTERFACES**a) Examination Office**

- i. Analyzing departmental results in end of stage and external examinations.
- ii. Forwarding analyzed external examination results to the DP (AA) for information and action.
- iii. Forwarding analyzed end of stage results to the QASO.
- iv. Forwarding external examination results slips to the registry.

b) QASO

- i. Receiving analyzed results for end of stage exams from EO and compiling the overall polytechnic performance.
- ii. Forwarding exams results analysis report to the DP (AA)

c) DP (AA)

Convening academic committee meeting to deliberate on examination analysis report and ensuring recommendations of the



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academic committee meeting are implemented by the respective HOD

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Analyzed end of stage and KNEC exams results.	Checking duly filled marks analysis sheet and report.

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Personnel
- b) Stationery
- c) Management Information System
- d) Marks analysis sheet
- e) External examination results print out

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	Examinations analysis reports
Management Information System	
External examination results print out	
Marks analysis sheet	
Personnel	

2.0 METHOD

2.1 This procedure shall start with the EO extracting a duly filled mark sheets from the Management Information System.

2.2 The EO shall carry out a detailed analysis of the departmental results as per the provisions in the marks analysis sheet and forward the analysis together with recommendations to the quality assurance officer for compilation and analysis of the overall Polytechnic's performance.



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2.3 Upon analysis, the quality assurance officer shall compile and forward a report to the DP (AA) who in turn shall as per the meetings procedure in the Administration Procedures Manual convene a meeting with the academic committee to discuss and deliberate on the results.

2.4 The DP (AA) shall issue a copy of the final results to the EO who shall then display the results on the relevant notice boards for information as per procedure in the administration procedures manual.

2.5 Analysis of external examination results.

2.5.1 This shall start with the EO collecting the external examination results from the external examination body.

2.5.2 Upon collection, the EO shall analyze the performance as per departments and issue a copy to the DP (AA) and HODs for information and action.

2.5.3 The EO shall forward all the result slips to the registry for safe keeping and issuance to the candidates who are duly cleared as per the clearance procedure number in the registrar procedures manual.

3.0 LIST OF APPLICABLE RECORDS

3.1 Mark sheets.

3.2 Marks analysis sheets.

3.3 Evidence of an academic committee meeting.



PROCEDURE NUMBER 10: PREPARATION AND ISSUANCE OF CERTIFICATES/RESULT SLIPS AND TRANSCRIPTS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and consistency in the preparation and issuance of certificates/result slips and transcripts.

1.2 SCOPE

This procedure shall apply to the preparation and issuance of certificates/result slips and transcripts in the Polytechnic.

1.3 REFERENCES

1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions.

1.5 PRINCIPAL RESPONSIBILITY

The Registrar shall ensure adherence to this procedure.

1.6 INTERFACES

a) Examination Office

Collecting external examinations result slips and certificates and forwarding to the registry.

b) Registrar

- i. Extracting report forms and transcripts from the Polytechnic's MIS and forwarding to the HODs for signing.
- ii. Issuance of transcripts and external examination certificates to students.

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department based on:

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Preparation and issuance of report forms, transcripts, result slips and certificates to all eligible	Duly filled and signed transcripts/certificates issuance register.



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students

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Personnel
- b) Stationery
- c) Management Information System
- d) Transcripts/certificates issuance register
- e) Certificates/result slips

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	Timely issuance of report forms, result slips, transcripts and certificates to eligible students.
Management Information System	
Certificates/result slips	
Transcripts/certificates issuance register	
Personnel	

2.0 METHOD

- 2.1 This procedure shall start with the Registrar extracting report forms and transcripts as applicable from the MIS as per the guidelines in the Polytechnic's academic policy.
- 2.2 Upon extraction, the Registrar shall forward them to the relevant HODs for signing.
- 2.3 Upon signing, the HOD shall return the report forms and transcripts to the Registrar for signing and embossing using the Polytechnic's seal where applicable.
- 2.4 The Registrar shall forward the transcripts to the registry for safe keeping and issuance while the report forms shall be returned to the HOD for issuance to the students.
- 2.5 The EO shall collect examination results and certificates from the examining body and forward to the registry for safe keeping and issuance to the duly cleared trainees.



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3.0 LIST OF APPLICABLE RECORDS

3.1 Transcripts issuance register.

3.2 Certificates issuance register