

# MERU NATIONAL POLYTECHNIC



## QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 LIST OF TERMS AND DEFINITIONS

SNO	ABBREVIATION/TERM	DESCRIPTION
1.	Academic Board	Constituted of the Principal, Deputy Principal and the Academic HODs
2.	Authorized person	This includes the Principal, DP or the Registrar
3.	CBE	Curriculum Based Establishment
4.	CD	Compact Disk
5.	Convener	Chairperson to the meeting
6.	CS	Cabinet Secretary
7.	CSR	Corporate Social Responsibility
8.	DEO	Departmental Examinations Officer
9.	DOS	Dean of Students
10.	DP (AA)	Deputy Principal Academic Affairs
11.	DP (Admin)	Deputy Principal Administration
12.	DVD	Digital Video Disk
13.	Electoral Commission	Composed of the DOS and members of the teaching staff appointed by the Principal
14.	E-Mail	Electronic Mail
15.	EO	Examinations Officer
16.	G&C	Guidance and Counseling
17.	HD	Hard Drive
18.	HELB	Higher Education Loans Board
19.	HOD	Head of Department
20.	HOS	Head of Section

<b>SNO</b>	<b>ABBREVIATION/TERM</b>	<b>DESCRIPTION</b>
21.	HR	Human Resource
22.	HRO	Human Resource Officer
23.	ICT	Information Communication Technology
24.	ICTIC	ICT Integration Coordinator
25.	ISP	Internet Service Providers
26.	Issues	materials for food preparation
27.	KRA	Kenya Revenue Authority
28.	KATTI	Kenya Association of Technical Training Institutions
29.	KICD	Kenya Institute of Curriculum Development
30.	KUDHEIHA	Kenya Union of Domestic, Hotels, Educational Institutions, Hospital and Allied Workers
31.	LAN	Local Area Network
32.	LPO	Local Purchase Order
33.	LSO	Local Service Order
34.	MESU	Meru Polytechnic Students' Union
35.	Minister	A trainee leader elected to represent others in the trainees' congress
36.	MIS	Management Information System
37.	MNP	Meru National Polytechnic
38.	MOEST	Ministry of Education, Science and Technology
39.	MR	Management Representative
40.	NHIF	National Hospital Insurance Fund
41.	NSSF	National Social Security Fund
42.	NEMA	National Environment Management Authority
43.	Obsolete library materials	Materials that are outdated, worn out beyond repair or have not been used for a long period
44.	OHS	Occupational Health and Safety
45.	Outsource	Make an arrangement where an external organization performs part of Meru National Polytechnic functions or processes e.g. security services

<b>SNO</b>	<b>ABBREVIATION/TERM</b>	<b>DESCRIPTION</b>
46.	PAYE	Pay As You Earn
47.	PC	Performance Contract
48.	PCSC	Public Complaints Standing Committee
49.	PGC	Polytechnic Governing council
50.	PO	Procurement Officer
51.	PPDA	Public Procurement and Disposal Act
52.	PPRA	Public Procurement Regulatory Authority
53.	Procurement Committees a) Tender Opening Committee b) Tender Evaluation Committee c) Inspection and Acceptance Committee	Committees appointed by the Principal on adhoc basis to undertake procurement of goods and services
54.	QASO	Quality Assurance and Standards Officer
55.	R&MC	Repair and Maintenance Committee
56.	Reprography	This involves printing and photocopying of documents
57.	S11	Counter Requisition/Issue
58.	S13	Counter Receipt Book/Receive
59.	S2 Card	Stores Control Ledger
60.	S3 Card	Stores Control Ledger
61.	SA	System Administrator
62.	Separation	This shall include Transfers, Resignation, Retirement, Dismissal and Attrition.
63.	SLA	Service Level Agreement
64.	SO	Sports Officer
65.	SP	Strategic Plan
66.	TSC	Teachers Service Commission