




KISII NATIONAL POLYTECHNIC

PROCEDURE FOR MANAGEMENT OF STUDENTS AFFAIRS

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0.2 RECORDS OF CHANGE

NO.	Date	Details of changes		Authorization/ Name
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/Sub-clause and comment</i>	
01	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
02	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

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0.2 DISTRIBUTIONS

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

0.4 ABBREVIATIONS

Abbreviations given in the IMSM apply.

1.0 PURPOSE

To provide students with accommodation, clearance, and medical services and to facilitate identification, training and participation in co-curricular activities


2.0 SCOPE

This procedure involves accommodation, clearance, and medical services and to facilitate identification, training and participation in co-curricular activities

3.0 REFERENCES

- 3.1 KIPOSU Constitution.
- 3.2 College Rules and Regulations.
- 3.3 Departmental Inventory Records.
- 3.4 Academic Policy.
- 3.5 IMS Manual.
- 3.6 Ministry of Health guidelines for institutional clinics.

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4.0 DEFINITION OF TERMS

Terms and definitions in the IMSM apply in addition to:

4.1 **Boarding** - This refers to accommodation within the college hostels.

4.2 **Co-curricular Activity** - Refers to activities outside teaching and learning. These include Games and Sports, Music and Drama, Cultural events and Clubs and Societies.

4.1 **Disciplinary Case** – Breach of policies, rules and regulations.

5.0 RESPONSIBILITY

The Dean of Students is responsible for the implementation of this procedure.

This responsibility may be delegated as applicable.

6.0 METHOD

6.1 Provision of Accommodation Services

6.1.1 The student pays tuition fees to undertake a course.


6.1.2 The student confirms the availability of a room at the dean's office.

6.1.3 The student pays boarding fees.

6.1.4 The student is allocated a room.

6.1.5 The student's details are recorded in the Register for Boarding (KNP/IMS/DOS/R008) and reports to his/her room.

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6.2 Clearance of Students

6.2.1 The student picks and fills the clearance form, attaches the College ID and surrenders it to the Dean's office.

6.2.2 The Dean processes the clearance form and surrenders it to the respective academic HOD once complete.

6.2.3 The student picks his/her clearance form and proceeds to the principal's office to be issued with a results slip/certificate.

6.3 Provision of Medical Services

6.3.1 The C.O attends to the bonafide student.

6.3.2 The C.O keeps and updates patient's records confidentially.

6.3.3 The C.O treats and discharges minor cases of ailment.

6.3.4 The C.O provides premedication for serious cases and refers them to the hospital and notifies the Dean of Student's office.

6.4 Facilitation of co-curricular activities

6.4.1 The respective HOD prepares and displays the calendar of activities for the term.


6.4.2 The students/participants register for activities with their relevant trainers.

6.4.3 The respective HOD attends training/auditions and selects the best performers to be trained for competitions.

6.4.4 The respective HOD budgets for the events and requisitions for required kits/costumes/equipment.

6.4.5 The respective HOD issues kits/costumes/equipment to the participants and records in the issuance register.

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6.4.6 Students practice under watch of the trainer(s) and participate in the activity on the scheduled date(s) and venue(s).

6.4.7 Students return the kits/costumes/equipment at the end of the event(s), to the respective HOD who cross-checks and records in the issuance register.

6.5 Discipline

6.1 The DOS receives and records all indiscipline cases in a Disciplinary Note Book.

6.2 Cases requiring escalation are forwarded to the D/P ADM who convenes a disciplinary committee meeting.

6.3 The disciplinary committee determines cases accordingly.