DATA CAPTURE FORM FOR EACH ALUMNI.
THE KISII NATIONAL POLYTECHNIC
ALUMNI INVENTORY
INDIVIDUAL DATA CAPTURE FORM
NAME OF GRADUATE/ALUMNUS: ---------------------------ADM. NO…………………………………..

No.	ITEM	DETAILS OF THE ALUMNUS
1	Course enrolled.	
2	Department.	
3	Sex	
4	Age	
5	Marital status	
6	Telephone	
7	Postal address	
8	E-mail	
9	Parents/Spouse telephone	
10	In any KNP social social media platform?	
11	Current residence [Town & County]	
12	Permanent home [Town & County]	
13	Year of entry to KNP	
14	Year of exit from KNP.	
15	Year of graduation	
16	Date of Certificate Collection.	
17	Employment status.	
18	Occupation [if employed]	
19	Current Employer's Name [if employed]	
20	Current Employer's Contact	
21	Number of jobs since completion.	
22	How long has been unemployed.	
23	In self-employment?	
24	Nature of business if self-employed	
25	Frequency of job search.	
26	Methods of job search.	
27	Number of jobs applied.	
28	Reasons for not getting job [if known]	

OFFICE OF CAREER SERVICES
BACKGROUND

The life of a student is an important and dynamic component of an active tertiary education experience. It provides the student with an opportunity to develop not only academically, but also socially. It is important to note that TVET institution have a responsibility as part of the wholistic education of their graduates to prepare students for eventual entry into the work force or and entrepreneurship.

The Career services provide the immediate assistance that the student may need to maximize his or her capacity to begin a career. The Office is therefore mandated to empower the students to make right career choices.Career services and skills development is an important part of an institution's overall "academic" program. Office of Career Services (OCS) has a critical role to play in a student's career education. The OCS office is in the process of partnering with an array of organizations especially those that understand the complexities of the jobs markets as well as life after graduation.

It is the commitment of the Office of Career Services (OCS) to prepare students for the productive careers and lives of meaning and purpose during their academic life and post-graduation.

Roles of office career services
a) Career counseling and advising.
b) Career testing and assessment.
c) Class presentation workshops.
d) Individual career information.
e) Interview preparation.
f) Job fairs.
g) Creating an alumni association.
h) Create a database of jobs available.

The departmental career masters/ mistress
1.wesley Tonui   HOD careers office
2.Okongo Dismas   D/HOD careers office
3.Beatrice mbutia   MEE department
4.Debora Ombati   EEE department
5.Ian omwagwa   BCE department
6.Tabitha Nchobera   AES department
7.Dorothy Onyancha   CDS department
8.Hyline Oino   HSS department
9.Easther Chepkosgei   CS department
10.Mrs Malit   HMS department

KISII NATIONAL POLYTECHNIC

TRACKING & MANAGING ALUMNI POLICY GUIDELINES

1.0 PREAMBLE

One of the major mandates of the Office of Career Services (O.C.S) of Kisii National Polytechnic is to ensure effective establishment of an alumni network hence the need to have a clear TRACKING & MANAGING ALUMNI POLICY GUIDELINES.

Taking into account the importance of ALUMNI in any institution, the OCS of Kisii National Polytechnic has found it necessary to formulate policy guidelines which will assist in the tracking & managing alumni by use of Graduate tracker services.

This document here and after referred to as the Tracking and Managing Alumni guidelines (TMA-G) intends to provide a clear framework on TRACKING AND MANAGING ALUMNI.

The guidelines highlight the mission, vision, track the alumni, benefits to the alumni, integrate alumni inputs/resources into KNP programmes, establish an Alumni Association.

2.0 MISSION STATEMENT

To safeguard the best interests of its members and to use their talents and resources in support of the Polytechnic's quest to achieve quality teaching, research, innovations and community service.

2.1 VISION

To take a leading role in the promotion of active and visible leadership in the community by fostering interaction among the KNP alumni, students community, friends and Industry

DEFINITION OF TERMS

1. **Alumni**: - A former Graduate of Kisii National Polytechnic
2. **Kisii National Polytechnic Alumni Association (KNPAA)**- A group of students who have successfully completed their studies and graduated from Kisii National Polytechnic.

3.0 **TRACKING THE ALUMNI**

With the assistance from KNP registry and ICT department an Alumni register or database will be created. A website for alumni will be created.

4.0 ESTABLISH AN ALUMNI ASSOCIATION

Kisii National Polytechnic Alumni Association (KNPAA) will be established. All Polytechnic students are automatically members of the Kisii National Polytechnic Alumni Association (KNPAA) upon successful completion of studies from KNP. Alumni do not need to opt-in but pay a membership fee in order to be part of the KNPAA .

4.0.1 ACTIVITIES AND BENEFITS OF KNPAA

- Resource mobilization for the Polytechnic
- Networking and socialization amongst alumni and students
- Mentoring and role modeling
- Develop programs that support the goals and objectives of the polytechnic, especially in polytechnic fundraising as directed by the polytechnic.
- Provide activities, services, and programs to its alumni, including organizing on- and off-campus events such as reunions and homecoming activities, travel opportunities, networking, and printed and electronic communications
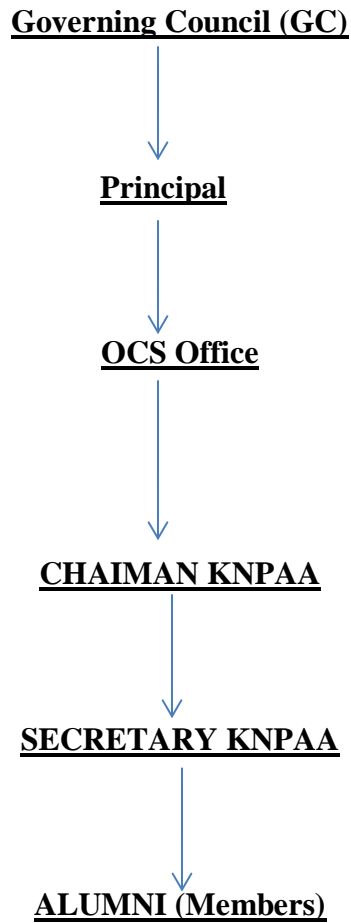- To support and further the mission of the KNPAA and the Polytechnic

4.0.2 RULES AND REGULATIONS GOVERNING THE RUNNING OF KNPAA

- Alumni Governing Council will be established and their roles clearly stated.
- The council will consist of the Chairperson, secretary and other 7 members. To make it a total of 9 for faster decision making through an undivided vote.
- The tracking will be managed by the Council with consolidation with Office of Career Services of KNP.

The Alumni Association must operate in accordance with sound business practices and at a minimum, must;

- Obtain the Alumni Association Board's approval of the annual budget and the audited financial statements.
- Cause an appropriate official of the Alumni Association to provide periodic fiscal reports to the Alumni Association Board for its review.
- Develop, administer, and communicate written policies and procedures for all key Alumni functions. These policies and procedures should, at a minimum, cover the following areas: (i) cash receipts and disbursements, (ii) spending, (iii) endowment funds management.

Fig 1: KNPAA GOVERNING STRUCTURE

Governing Council (GC)

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Principal

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OCS Office

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CHAIMAN KNPAA

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SECRETARY KNPAA

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ALUMNI (Members)

5.0 Duties and Responsibilities of Office Bearers

    5.0.1 KNPAA- HOD OCS

- To brief the Principal on the progress of the KNPAA activities on a regular basis.

    5.0.2 KNPAA-Chairman

- To chair all technical committee meetings
- To provide the casting vote in cases of ties during voting exercises

    5.0.3 KNPAA – Secretary

- To maintain accurate records of all technical committee proceedings.
- To provide the said records to the technical committee on demand

6.0 Eligibility for One to Be Elected into KNPAA Office

- Must be a member of Kisii National Polytechnic Alumni Association

6.1 Tenure of Office

KNPAA office bearers shall be in office for a period of 12 months. Such officers shall be eligible to serve for another one term subject to a maximum of two terms of consecutive office.

6.2 Amendments

Any amendments to this policy document shall not be undertaken unless authorized by the KNPAA council.