




KISII NATIONAL POLYTECHNIC

PROCEDURE FOR RESEARCH AND DEVELOPMENT

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0.2 RECORDS OF CHANGE

NO.	Date	Details of changes		Authorization/ Name and Signature
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/Sub-clause and comment</i>	
01	28 January 2014	4/4	6.2.4 - To read: The QMR implements the recommendations.	Omweri Joyce
02	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
03	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

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0.3 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 IMSM apply.

1.0 PURPOSE

To guide staff and students in research and disseminate findings.

2.0 SCOPE

This procedure applies to the staff and students in KNP.

3.0 REFERENCES

3.1 Proposal format

4.0 DEFINITION OF TERMS

Terms and definitions in the IMSM apply.

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5.0 RESPONSIBILITY

The Head of Department (RDU) is responsible for the implementation of this procedure.

6.0 METHOD

6.1 Research

6.1.1 The HOD prepares a call for papers on research needs/activities.

6.1.2 Staff and trainees prepare concept papers.

6.1.3 The HOD releases the concept papers and forwards to the principal for approval of funding.

6.1.4 Research proposals are developed and submitted to the HOD.

6.1.5 The HOD oversees the research activities

6.1.6 The HOD disseminates the findings to relevant stake holders.

6.2 Surveys

6.2.1 The HOD or Management requests for a survey to be carried out.

6.2.2 The management identifies a consultant or authorizes the HOD to carry out the survey.

6.2.3 The survey is carried out and the findings released within a period of fourteen working days.

6.2.4 The MR implements the recommendations.

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