




KISII NATIONAL POLYTECHNIC

PROCEDURE FOR ADMISSIONS

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0.2 RECORDS OF CHANGE

NO.	Date	Details of changes		Authorization/ Name
		Page	Clause/Sub-clause and comment	
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
03	09/01/2021		Clause 2.0 to read "This process applies to all applicants for admission"	

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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 the IMSM apply.

1.0 PURPOSE


To ensure qualified students are admitted to respective courses.

2.0 SCOPE

This process applies to all applicants for admission.

3.0 REFERENCES

- 3.1 Brochures.
- 3.2 Course Syllabi.
- 3.3 Ministry of Education circulars.
- 3.4 KMLTTB registration circulars.
- 3.5 KPPB registration circulars.
- 3.6 Catering and Tourism Development Levy Trustees Board guidelines.
- 3.7 CDACC circulars
- 3.8 NITA Guidelines
- 3.9 TVETA Guidelines

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3.10 IMS Manual.

4.0 DEFINITION OF TERMS

Terms and definitions in the IMS Manual shall apply.

5.0 RESPONSIBILITIES

The Registrar Academics is responsible for the implementation of this procedure.

6.0 METHOD

6.1 Admission of students

6.1.1 The Registrar Academics receives requests of programmes to be advertised from Academic HODs.

6.1.2 The Registrar academics advertises programmes offered at least one month before opening of the institution.

6.1.3 Potential clients make applications attaching required documents.

6.1.4 The Registrar Academics verifies the authenticity of applicants' certificates then prepares and issues/posts admission letters to qualified students.

6.1.5 The Registry clerk receives original and photocopies of admission letter and one coloured passport photo, assigns an admission number on the bank pay in slip upon reporting.

6.1.6 The Finance Officer verifies the bank pay-in slip and issues the trainee with a receipt.

6.1.7 The trainee reports to the Boarding office for room allocation.

6.1.8 The trainee reports to the respective academic HOD for the class timetable.

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6.2 Change of Course

6.2.1 The trainee intending to change the course visits the Office of Career Services (OCS).

6.2.2 The OCS discusses with the trainee the options available.

6.2.3 The trainee fills the change of course form (KNP/IMS/OCS/F001) and presents it to the releasing and receiving departments for endorsement.

6.2.4 The trainee takes the endorsed form to the Registrar Academics for approval.

6.2.5 The trainee prepares photocopies of the duly filled form, presents the original copy to the Registry, a copy to the releasing department and a copy to the receiving department.

6.2.6 The Registry Staff effect change of course in the system.

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