KISII NATIONAL POLYTECHNIC

PRODUCTION UNIT POLICY

KNP /PUP/13

First Edition 2020

KISII NATIONAL POLYTECHNIC

	PRODUCTION UNIT POLICY	Policy No. KNP /PUP/13
Principal's Signature	*Mwongela*	Date 6/5/2021
Approval by Governing Council Chairman's Signature		Date 6/5/2021
Responsible Office	CHAIR – PU Committee	

Contents

FOREWORD

The Kisii national polytechnic management felt that it was time to review and revise the existing policy to be in line with the changes in polytechnics and technical institutions.

The development of quality human resource is central to the attainment of national goals for industrial development.

Taking into account the importance of these programs as a source of funds for the polytechnic and the motivation of staff, the polytechnic's management found the need to review the existing policy which will assist in the management of the production units and consultancy services.

The policy highlights: vision, mission, purpose, types, sources, sharing and management of the production unit as per the production and consultancy activities for national polytechnics' guidelines of 20th June 1994 by the ministry of research, technical training and technology policy document. **Ref no. DTT/1/01/VOL.2 (137)**

Prof. KisiluKitainge

Chairman Governing Council

1.0   HISTORICAL BACKGROUND

Kisii National Polytechnic was founded in 1971 as a Harambee Institute of Technology. It was registered in 1972 under the Education Act. CAP 212 of the laws of Kenya with the objective of providing technical education and training for youths. It was moved from St. Vincent Centre where it was initially housed, to the current site in 1980. The first buildings to be put up were Woodwork Technology and Mechanical Engineering workshops, Typing Pool, Hostels, Kitchen and Dining hall. The curriculum then was Secretarial and Building technology. The institute was elevated to a national polytechnic in May 2016 through Legal notice No. 93. Since then more courses have been introduced and currently Kisii National Polytechnic offers more than eighty-eight (88) courses in Certificate and Diploma levels.

Science and Technology (S&T) activities have been recognized in the institution since its inception as vital to social and economic development. There has been rapid expansion of Science and Technology since the enactment of Science and Technology Act CAP 250 of the laws of Kenya (1977).

The college is managed by the Governing council and college administration comprising of the Principal, Deputy Principals, the Registrar, the Dean of Students, Heads of Departments and their Deputies. Day to day learning activities in the college is managed by the Departments.

1.1 Vision
To be the preferred training polytechnic for technical and vocational skills developed.

1.2 Mission
To develop highly qualified, globally competitive and innovate human resource by providing quality training, applied research and extension and entrepreurship skills that are responsive to market demands.

1.3 Core Values
1. Excellence
2. Innovativeness
3. Teamwork
4. Integrity
5. Transparency

1.4 Mandate
The mandate of the polytechnic is to develop an institution with excellence in training, entrepreneurship, research, consultancy, community service and products with emphasis on technology, its development, impact and application within and outside Kenya.

1.5 DEFINITION OF PRODUCTION UNIT (PU)
This is a program within a department/section meant to generate income.

1.6 PURPOSE FOR PU POLICY

The purpose of this policy is to; Generate income to supplement funds from grants and fees for operation and development of the polytechnic.

1.7 POLICY OBJECTIVES

a) Inculcate an entrepreneurial culture with the production units acting as business models.
b) Enhance practical training in real life situations through the use of production unit as supervised internal work experience.
c) Promote training with production as a cost-effective training strategy.
d) Promote professionalism within the departments through their involvement in consultancy and provision of technical services to customers.
e) Motivate staff through extra earnings.
f) Enhance the polytechnic's ability to harness internal and external environmental resources and utilize them for productive gains and equitable sustainable development.

2.0 Types of PU

There are two types of PU. They include academic and non-academic PU.

Academic PU

These are academic programs that generate income.

Non Academic PU

These are income generating programs which are non – academic.

2.1 Sources of PU

These are programs which generate income.

2.1.0 Academic Sources

The sources under this category include parallel programs, skill upgrading/short courses, seminars/workshops/consultancy, large regular classes as explained in 2.1.5 and 2.1.6 below.

2.1.1 Parallel Programs

I. These are programs running over weekends and holidays.

II. They can go beyond one year but they are mainly for private sponsored students.

III. The applicants must meet the basic requirements by the examining bodies.

IV. The students should not be under government capitation.

2.1.2 Skills Up-Grading/Short Courses.

These are tailor-made programs which conform to specific requirements of the client/customer. The program aims at skills improvement for working Kenyans to enhance their productivity

levels, inculcate entrepreneurial culture and improve general living standards. The courses are offered during evenings, weekends, and public holidays and during school holidays. Examinations are offered by accredited bodies including Kisii National Polytechnic.

2.1.3 CBET COURSES
These are short courses taking less than one year which do not attract government capitation.

2.1.4 Professional Courses
These are courses such as, **NITA** and others.

2.1.5 Seminars/Workshops, Consultancy.
These re program designed to last for a day or a week with an aim of upgrading already acquired skills and knowledge in specific professional area. Staff engaged in these programs are paid accordingly as long as the task involved is out of their normal workload.

2.1.6 Regular Classes without Government Capitation.
These are short term programs meant to upgrade trainers in specific areas or subjects in readiness to the main course such as upgrading programs in individual subjects and computer packages.

2.1.7 Regular Classes under Government Capitation.
PSC trainers are required to handle a maximum workload as per the **TVETA** regulations. In case of a large class, the overflow shall form a class that will be handled by hired, registered and licensed trainers.

2.2.0 Non-Academic Sources.
The sources under this category are non-academic. They include;

- Examination passport sized photos,
- Garage business,
- Driving school,
- Soil testing,
- Bakery,
- Restaurant,
- Air dressing,
- Hiring out of fields,
- Halls,
- Catering services

And any other revenue generating activity emanating from departments adhering to PU regulations.These programs should be proposed by the initiators and discussed by the P.U committee then to the management for approval before being forwarded to the governing council for adoption.

3.0 MANAGEMENT OF PU.

This section deals with PU management mode, establishment, and composition, qualification of the office bearers, office tenure, payment, roles and privileges.

3.1 Management Mode

PU shall be managed by a committee.

3.2 PU Management Committee Composition

The PU management committee shall be composed of a PU coordinator who shall head the committee, deputy PU coordinator, three academic staff members and two non-academic staff members. The committee members shall work closely with the HODs in preparing PU documents.

3.3 PU Management Committee Members

The committee members shall be elected:

a) The PU representatives shall be elected by members in their respective staff meeting through secret ballot upon expiry of the PU committee or resignation, transfer, promotion, inefficiency and any justifiable ground that may be established by the simple majority in a staff meeting.

b) The deputy PU coordinator shall come from non-training staff-accounts department.

c) The PU coordinator shall be elected by members of KNP trainers in a staff meeting upon expiry of the PU committee tenure or resignation, transfer, promotion, inefficiency and any justifiable ground that may be established by the simple majority in a staff meeting.

3.4 PU Management Committee Members' Qualifications

For one to qualify as a member of the PU committee one shall:

a) Be a staff of the Kisii national polytechnic

b) Meet chapter six of the Kenyan constitution

c) Not be holding an administrative position in the polytechnic

d) Not be a union official

e) Be firm, diplomatic and approachable member of the society.

3.5 office tenure

The committee office bearers shall stay in office for two financial years.

One can serve for not more than two terms.

3.6 Payment

a) For non-academic PU the resource persons shall be assumed expenses and shall be paid immediately.

b) PU to have its own account independent of the main college account.

c) PU payments shall be done by 15th of the 1st month of the following term after clearance by the PU committee.

d) Academic HODs shall ensure that students clear fees on time.

e) Trainers shall attach class lists on their claims.

3.7 Privileges, regulations and pecking order

a) The PU coordinator to be given a well-furnished office.

b) The PU coordinator to be given training workload equal to that of HOD.

c) The PU coordinator shall be answerable to the principal.

d) The PU books of account shall be audited quarterly.

3.8 Roles of the Committee

a) To scrutinize the production unit timetable to ensure conformity to the policy.

b) To ensure fairness and equitable distribution of the PU workload.

c) To ensure that the difference between the highest and the lowest workload for the trainers does not exceed four (4) hours.

d) To scrutinize the PU payments prepared by the HODs to ensure accuracy, fairness and integrity.

e) To ensure that the academic HODs and the PU coordinator sign the final payment schedule before it is forwarded to the finance office for payment.

f) To ensure that the HODs have ensured collection of fees on time.

g) To ensure that PU payment is done on time.

h) To liaise with all the departments in the polytechnic to hatch ideas into opportunities for income generation.

i) To proactively source for ideas from individuals, departments and administration and incubate them in corroboration with relevant departments.

j) To regularly give updates of the status and progress of PU programs in regular meetings.

3.9.1 Roles of PU coordinator

a) To coordinate the activities necessary for the smooth implementation and running of the department.
b) Assist in sourcing or identifying the appropriate PU activities
c) Coordinate PU committee and other departments
d) To chair the committee meetings.

3.9.1 Roles of Assistant PU coordinator

The PU assistant coordinator is the principal assistant of the Coordinator and may perform any other duties delegated to him/her by the coordinator or committee.

4.0 SHARING OF PU PROCEEDS
Table 1.0 PU PROCEEDS FROM ACADEMIC SOURCES

NO	CATEGORY	PERCENTAGE (%)
1.	Institution (It goes to the institution for materials, maintenance etc)	20
2.	**MANAGEMENT** (Includes top administration, ass.DP academics non-academic HODs, DHODs admin assistants and support staff)	20
3.	**RESOURCE PERSONS** (Academic HODs, DHODs, exams rep, secretary, technicians, PU committee, trainers.	60
TOTAL		100

1. The PU proceeds from the academic sources shall be begged on tuition fees element. 5% of the 20% allocated to the institution shall be used to improve the respective departments.

2. The percentage share given to management category in table 1.0 above will be converted to 100% for further distribution among the cadres in the category.

TABLE 1.1. MANAGEMENT

NO.	CATEGORY	NO.OF PERSONS	PERCENTAGE (%)
1.	TOP ADMINISTRATION		40
4.	ADMN ASSISTANTS		35
5.	SUPPORT STAFF		25
TOTAL			100

TABLE 1.2: TOP ADMINISTRATION

The 40% allocated to top management in table 1.1 above will be converted to 100% to be distributed further among the cadres in that category as shown in table 1.2 below

NO.	CATEGORY	NO.OF PERSONS	PERCENTAGE (%)
1.	PRINCIPAL	1	28
2.	D/PRINCIPAL	2	32
3.	REGISTRAR	2	20
4.	DEAN OF STUDENTS	1	10
5.	FINANCE OFFICER	1	10
TOTAL			100

The percentage share given to resource person category in table 1.0 above will be converted to 100% for further distribution in table 1.3 below.

TABLE 1.3 RSOURCE PERSONS

NO.	CATEGORY	PERCENTAGE (%)
1	**DPT.ADMINSTRATION** (HOD, DHOD, Exam rep, secretary, technicians.	20
2	**TRAINERS** (those with PU classes)	70
3	PU committee	10
TOTAL		100

The 20% allocated to departmental administration will be converted to 100%for further distribution in table 1.4 below.

TABLE 1.4 DEPARTMENTAL ADMINSTRATION

NO.	CATEGORY	PERCENTAGE (%)
1	HOD	27
2	DHOD	23.5
3	EXAM REP	15
4	SECRETARY	18
5	TECHNICIAN	16.5
TOTAL		100

TABLE 1.5 SEMINARS/WORKSHOPS/CONSULTANCY

CATEGORY	% ALLOCATION

10

FINDER	15	
INSTITUTION	20	
TOP ADMINSTRATION	20	
FACILITATOR	40	
PU COMMITTEE	5	
TOTAL	100	

TABLE.1.6. PU PROCEEDS FROM NON-ACADEMIC SOURCES EMANATING FROM ACADEMIC AND NON-ACADEMINC DEPARTMENTS.

NO.	CATEGORY	(%) ALLOCATION
1	INSTITUTION	20
2	TOP ADMINISTRATION	20
3	ACADEMIC DPTS ADMINISTRATORS(HOD/D,HOD,HOS)	9
4	NON – ACADEMIC DPTS ADMINISTRATORS(TECHNICIANS)	7
5	ADMN ASSISTANT(SECRETARIES,FINANCE PERSONNEL	14
6	FACILITATORS	18
7	FINDER	5
8	PU COMMITTEE	7
TOTAL		100

TABLE 1.7. OTHER NON-ACADEMIC PU

NO	CATEGORY	(%) ALLOCATION
1	INSTITUTION	100
TOTAL		100

These are sources which are not attached to departments such as hiring out of buses.

The proceeds from bus hiring shall go to the institution 100%

Proceeds from the other sources in this category shall be shared as shown in the table 1.7 above.

TABLE 1.8: PU COMMITTEE

NO.	CATEGORY.	% ALLOCTAION
1	PU COORDINATOR	30
2	ASSISTANT PU COORDINATOR	20
3	PU REPRESENTATIVES	50
TOTAL		100

5.0 Conclusion/Special Instructions/Important Guidelines.

This policy document shall be used to address any pending PU related payments for posterity.

This policy document stands to be reviewed every five years or when need arises through an officially elected PU committee in a staff plenary. The following procedure is to be followed:-

1. To encourage innovation and creativity, any member, group or department can come up with a proposal(s) of income generating activities.

2. This proposal(s) is then discussed by the PU committee to establish its viability.
3. If the committee finds the proposal viable, it will give its recommendation and forward it to the management.
4. The management will further review the proposal and give its recommendation to the Governing council for adoption.