Process Documentation

Affiliation Compare Econon	on/Organization Name: ons: Ministry/Department/Cou	epublic of Kenya nty/Parent	Kasarani Technical and Vo Ministry of Education, State Vocational and Technical Teducation Training	e Department of
	ting Officer:		David Onyimbo	
Period:			FY 2021-2022	
		Process Doc	umentation	
Service		Admissions	CAL L. L. L.	
	escription		of New students	
	ent Purpose/Service	z.Registratio	on of Continuing Students	
	Record/Version	N/A		
Number		IN/A		
	S Owner:	Amari Richa	rd	
	nd Position	Registrar	14	
-	s Writer (S); Name		esia Mutuku- Deputy Princip	pal Academic
and Pos		Amari Richard- Registrar		
Process	Process Reviewer (S)		Josephine Begi- Deputy Principal Administration	
	and Position	David Ogalo - PC-Coordinator		
		TEPS/FLOW		
Step	Event/Activity/Ac	tion	Time/ No. of	Actor
			Days	
1.	The process starts with the advertisement of		f	
	the courses- apply through KTVC Website			
	complete Admission forms, attach required		Within two days	Registrar
	documents and make prerequisite payments		S -	
	Registration and issuance of registration number			
2.	Fees payment- registration in the departmen		nt One day	Registrar
<u></u>	upon production of the paymer			rogistiai
	admission letter.	rooo.pt and		

Instituti	Republion/Organization Name:	ic of Kenya	Kasarani Technical	and Vocational	
			College		
Affiliati	ons:		Ministry of Education		
Ministry	//Department/County/Pare	ent	Department of Vocational and		
Compa			Technical Training		
Econon	nic Sector Alignment:		Education		
	lignment:		Training		
Accoun	ting Officer:		David Onyimbo		
Period:			FY 2021/2022		
	Proces	ss Docun	nentation		
Service	Name	Traii	ning		
Brief De	escription		Training		3
			Administration of Int Release of Internal I Results Processing of Intern		
	Document Control: Change Record/Version		Certificates A		
Number					
Process	s Owner:	1.	Teresia Mutuku- De	2	
Name and Position 2.			Academic Amari Richard- Registrar		
Process Writer (S); Name 1. and Position			Teresia Mutuku - De Academic	1	
			Amari Richard - Reg	1	
	Process Reviewer (S) 1. Name and Position		Teresia Mutuku - De Academic	2	
2.			David Ogalo- PC Co	1	
Step	Event/Activity/Acti	ion	Time/ No. of Days	Actor	
1.	Training Registration in the Department- class attendance-analyzed class attendance		As per the term dates and time table.	Head of Department DP- Academic	

2.	Obtaining of examination cards as per the academic policy. Administration of Internal Examinations. Administer examination scripts to trainees	As per the examination timetable	Registrar Head of Departments	
3.	Provide marked Scripts to the HOD Exams Analyze results-academic awards Provide minutes of the analyzed examination Results.	Within 2weeks after end term examinations	Exam HOD	
	Release of Internal Examination Results to trainees	Within one	Registrar	
4.	Processing of Internal Examination Certificate Release of Internal Examination Results Examination results	month after passing relevant Examinations		

		epublic of Kenya				
Instituti	on/Organization Name:	epublic of Keriya	Kasarani Technical and Vo	ocational College		
	ons: Ministry/Department/Cou	nty/Parent	Ministry of Education, State Department of			
Compai	= -	mity/i di one	Vocational and Technical Training			
	nic Sector Alignment:		Education			
	ignment:		Training			
	ting Officer:		DAVID ONYIMBO			
Period:			FY 2021/2022			
		Process Doci	umentation			
Service	Name	Industrial Att	achment			
Brief De	escription					
Docume	nt Purpose/Service	Industrial Attachment				
Document Control:						
Change Record/Version		N/A				
Number						
	Process Owner:		David Onyimbo			
Name and Position						
Process Writer (S); Name		Teresia Mutuku Deputy Principal Academic				
	and Position		Josephine Begi - Deputy Principal Adminstration			
	Process Reviewer (S)		David Ogalo- PC-Coordinator			
Name a	Name and Position		OF OUT NOT			
01	STEPS/FLOW/SEQUENCE					
Step	Step Event/Activity/Action		Time/ No. of	Actor		
1	Industrial Attachment		Days			
1.	Industrial Attachment List of all new students-issuance of		As per attachment			
			As per attachment Schedule	Industrial Liaison		
attachment log books-industrial placement- industrial assessment- attachment certificate				Officer		
		7	Ollicei			

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Inotituti		Republic of Kenya	Kasarani Tashnisal and Va	postional Callago	
	on/Organization Name: ons: Ministry/Department/Cou	inti/Darant	Kasarani Technical and Vo		
		inty/Parent	Ministry of Education, State Department of		
Compa			Vocational and Technical Training Education		
	nic Sector Alignment:				
	lignment:		Training David Onviroha		
Period:	ting Officer:		David Onyimbo FY 2021/2022		
Period:		Dunana Dan			
Comilea	Names	Process Doo			
Service		Library Serv			
	escription	Provision of	Provision of Library services to the library users		
	ent Purpose/Service				
	ent Control:	N/A			
_	Change Record/Version				
	Number		hon		
	Process Owner: Allube S Name and Position HOD- Lil				
			HOD- Library Services Teresia Mutuku- Deputy Principal Academic		
and Pos	s Writer (S); Name		Stephen- HOD- Library		
			·		
	s Reviewer (S)		Mutuku - Deputy Principal Academic		
iname a	Name and Position David Ogalo- PC-Coordinator				
01	STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Ac	tion	Time/ No. of	Actor	
4	Library Caminas		Days		
1.	, ,		Upon presentation of		
	Registration with the institute-college		college Identification	LIOD Library	
Identification card- adhering to Library rules		Card	HOD Library		
	and regulations				

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Inctitut	on/Organization Name:	epublic of Kenya	Kasarani Technical and Vo	postional College	
	ons: Ministry/Department/Cou	ntv/Darant			
Compa	•	iity/Faitill	Ministry of Education, State Department of Vocational and Technical Training		
	nic Sector Alignment:		Education		
	lignment:		Training		
	ting Officer:		David Onyimbo		
Period:			FY 2021/2022		
		Process Doo			
Service	Name	Receipts an	nd Payment		
Brief De	escription		ceipt of payments in the Fina	ance Office	
Docume	ent Purpose/Service	2. Pay	Payment to service providers		
Docum	ent Control:				
	Record/Version	N/A			
Number					
1	Process Owner:		ucho- Finance Officer		
	nd Position				
	s Writer (S); Name		ucho - Finance Officer		
and Po			Simon Mwachofi- Accountant		
	s Reviewer (S)		Simon Mwachofi- Accountant		
Name a	and Position		avid Ogalo- PC-Coordinator		
01	_		//SEQUENCE	1	
Step	Event/Activity/Ac	tion	Time/ No. of	Actor	
1.	Descint of December in the Figure 2 Off		Days Upon presentation of		
1.	Receipt of Payments in the Finance Office Issuing of invoice-payment either through		evidence of payment	Senior Finance Officer	
	bankers cheque,paybill,direct deposit-		evidence of payment	Serior Finance Officer	
	payment receipt				
2.	Payment to service providers		Within 90 days	Senior Finance Officer	
	Issuance of an LPO/LSO- Delivery Note-		.716.1117 00 44.70		
	Payment voucher- payment Cheque				
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