

Process Documentation

 Republic of Kenya			
Institution/Organization Name:		Kasarani Technical and Vocational College	
Affiliations: Ministry/Department/County/Parent Company:		Ministry of Education, State Department of Vocational and Technical Training	
Economic Sector Alignment:		Education	
Big 4 Alignment:		Training	
Accounting Officer:		David Onyimbo	
Period:		FY 2021-2022	
Process Documentation			
Service Name		Admissions	
Brief Description Document Purpose/Service		1. Admission of New students 2. Registration of Continuing Students	
Document Control: Change Record/Version Number		N/A	
Process Owner: Name and Position		Amari Richard Registrar	
Process Writer (S); Name and Position		1. Teresia Mutuku- Deputy Principal Academic	
		2. Amari Richard- Registrar	
Process Reviewer (S) Name and Position		1. Josephine Begi- Deputy Principal Administration	
		2. David Ogalo - PC-Coordinator	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. of Days	Actor
1.	The process starts with the advertisement of the courses- apply through KTVC Website complete Admission forms, attach required documents and make prerequisite payments - Registration and issuance of registration number	Within two days	Registrar
2.	Fees payment- registration in the department upon production of the payment receipt and admission letter.	One day	Registrar



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Big 4 Alignment:		Training		
Accounting Officer:		David Onyimbo		
Period:		FY 2021/2022		
Process Documentation				
Service Name		Training		
Brief Description Document Purpose/Service		1. Training 2. Administration of Internal Examination 3. Release of Internal Examinations Results 4. Processing of Internal Examination Certificates		3
Document Control: Change Record/Version Number		N/A		
Process Owner: Name and Position		1. Teresia Mutuku- Deputy Principal Academic 2. Amari Richard- Registrar		2
Process Writer (S); Name and Position		1. Teresia Mutuku - Deputy Principal Academic		1
		2. Amari Richard - Registrar		1
Process Reviewer (S) Name and Position		1. Teresia Mutuku - Deputy Principal Academic		2
		2. David Ogalo- PC Co-Ordinator		1
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	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. Release of Internal Examination Results to trainees	Within 2weeks after end term examinations	Exam HOD	
4.	Processing of Internal Examination Certificate Release of Internal Examination Results Examination results	Within one month after passing relevant Examinations	Registrar	



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Big 4 Alignment:		Training	
Accounting Officer:		DAVID ONYIMBO	
Period:		FY 2021/2022	
Process Documentation			
Service Name		Industrial Attachment	
Brief Description Document Purpose/Service		Industrial Attachment	
Document Control: Change Record/Version Number		N/A	
Process Owner: Name and Position		1. David Onyimbo	
Process Writer (S); Name and Position		1. Teresia Mutuku Deputy Principal Academic	
		2. Josephine Begi - Deputy Principal Administration	
Process Reviewer (S) Name and Position		3. David Ogalo- PC-Coordinator	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. of Days	Actor
1.	Industrial Attachment List of all new students-issuance of attachment log books-industrial placement-industrial assessment- attachment certificate	As per attachment Schedule	Industrial Liaison Officer




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Big 4 Alignment:		Training	
Accounting Officer:		David Onyimbo	
Period:		FY 2021/2022	
Process Documentation			
Service Name		Library Services	
Brief Description Document Purpose/Service		Provision of Library services to the library users	
Document Control: Change Record/Version Number		N/A	
Process Owner: Name and Position		Allube Stephen HOD- Library Services	
Process Writer (S); Name and Position		Teresia Mutuku- Deputy Principal Academic	
		Allube Stephen- HOD- Library	
Process Reviewer (S) Name and Position		Teresia Mutuku - Deputy Principal Academic	
		David Ogalo- PC-Coordinator	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. of Days	Actor
1.	Library Services Registration with the institute-college Identification card- adhering to Library rules and regulations	Upon presentation of college Identification Card	HOD Library



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Big 4 Alignment:		Training	
Accounting Officer:		David Onyimbo	
Period:		FY 2021/2022	
Process Documentation			
Service Name		Receipts and Payment	
Brief Description Document Purpose/Service		1. Receipt of payments in the Finance Office 2. Payment to service providers	
Document Control: Change Record/Version Number		N/A	
Process Owner: Name and Position		Josiah Nyaicho- Finance Officer	
Process Writer (S); Name and Position		Josiah Nyaicho - Finance Officer	
		Simon Mwachofi- Accountant	
Process Reviewer (S) Name and Position		Simon Mwachofi- Accountant	
		David Ogalo- PC-Coordinator	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. of Days	Actor
1.	Receipt of Payments in the Finance Office Issuing of invoice-payment either through bankers cheque, paybill, direct deposit- payment receipt	Upon presentation of evidence of payment	Senior Finance Officer
2.	Payment to service providers Issuance of an LPO/LSO- Delivery Note- Payment voucher- payment Cheque	Within 90 days	Senior Finance Officer