





The Kisumu National Polytechnic

Industry Succeeds

**QMS OPERATING
PROCEDURE**

DOC NO: KP/R/AR/OP/023

PROCEDURE FOR:- REGISTRATION AND ADMISSION OF STUDENTS

	DATE	SIGNATURE
QSCC	ISSUE: <i>15TH FEBRUARY 2020</i>	
PRINCIPAL	APPROVAL: <i>15TH FEBRUARY 2020</i>	

0.1 DOCUMENT CHANGE RECORD

DATE	CLAUSE REVISED	REVISION DETAILS	AUTHORISED BY
13/02/2020	-	Change from MR to QSCC on the cover page	Registrar
13/02/2020	-	Change from Kisumu Polytechnic to The Kisumu National Polytechnic	Registrar
13/92/2020		FO changed to FM and PO changed to SCM	Registrar
13/02/2020	-	Section 6 an7 introduced for process inputs and outputs respectively	Registrar
13/02/2020	6.1.9 changed to 8.1.9	The words meal cards deleted	Registrar
13/02/2020	8.2.1 to 8.2.6	Deleted	Registrar
15/10/2020	Registration form (Ref 2303)	Delete	Registrar
15/02/2022	Polytechnic Logo	Change from the old to new polytechnic logo	QSCC

1. PURPOSE

This procedure gives guidelines for admission and registration of students.

2. SCOPE

The procedure shall apply to all potential students of The Kisumu National Polytechnic.

3. REFERENCES

3.1. TKNP Academic Policy

3.2. TKNP Rules and Regulations

3.3. MOHEST guidelines

4. TERMS AND ABBREVIATION

4.1. TKNP: The Kisumu National Polytechnic

4.2. MOHEST: Ministry of Higher Education Science and Technology

4.3. HOD: Head of Department

4.4. FM : Finance Manager

4.5. SCM: Supply Chain Manager

5. RESPONSIBILITY

The principal responsibility for the effective implementation and maintenance of this procedure shall rest with the Registrar.

6. PROCESS INPUT

6.1. Admission Letter ref 2302 A

6.2. Student Certificates

6.3. Change of course form ref 2304

7. PROCESS OUTPUT

7.1. Verified Student Certificates

7.2. Assigned admission numbers

7.3. Dully signed Change of course form ref 2304

7.4. Student identification cards

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7.5. Departmental Register

8. METHOD

8.1. Admission and Registration

This shall be as per the process map for admission and registration of students (Ref: 2301)

- 8.1.1. The Admissions Office shall assign admission numbers to students who have been issued with admission letter.
- 8.1.2. The student shall open any browser and type portal@kisumupoly.ac.ke to access the reporting portal.
- 8.1.3. The student shall use the issued admission number as username and password to log into the portal.
- 8.1.4. The student shall use the reporting feature to register for the term.
- 8.1.5. The System shall invoice the student.
- 8.1.6. The student shall proceed to pay fees at the bank.
- 8.1.7. The student shall upload a digital passport size photograph, identification card/birth certificate and certified certificates (KCPE, KCSE and Leaving) by a commissioner of oaths.
- 8.1.8. On reporting to the institution the student will be issued with the institutions identification card.
- 8.1.9. The student's biometrics shall be taken.
- 8.1.10. The Dean shall verify the registration status of boarders and issue them with bed numbers
- 8.1.11. The HOD shall include the new student into the departmental register, and give them departmental orientation.
- 8.1.12. The Registrar shall issue a change of course form (Ref 2304) to the students who fulfil the requirements for the new course.

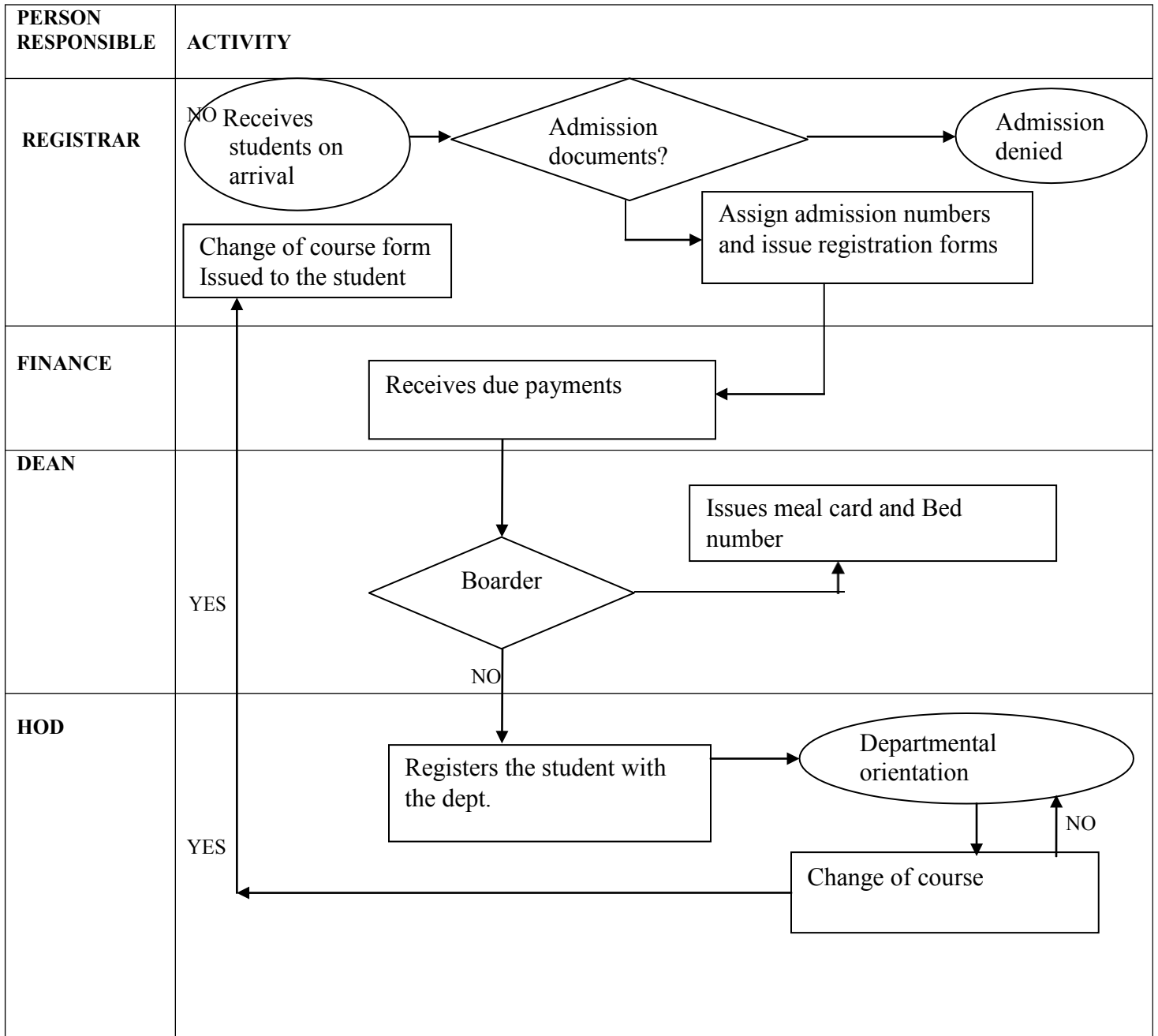
9. ANNEXES

- 9.1. Process map for Admission and Registration Ref2301
- 9.2. Letter Of Admission (Regular Courses) Ref2302A
- 9.3. Letter Of Admission (Part Time Courses) Ref2302B
- 9.4. Polytechnic Rules And Regulations Ref 2302C
- 9.5. Polytechnic Rules and Regulations Declaration Ref 2302D
- 9.6. Medical Report On An Applicant For Admission To A Course At The Polytechnic REF:2302E
- 9.7. Start Of Term Registration Form For New Students Ref:2303
- 9.8. Students Personal Data Form Ref: 2304
- 9.9. Change Of Course Form Ref:2305
- 9.10. Process map for Issuing Student Identification Cards Ref2306

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REF: 2301

Process map for Admission and Registration of New students



REF: 2302A**KISUMU POLYTECHNIC****LETTER OF ADMISSION (REGULAR COURSES)**

Dear

APPLICATION FOR:

I am pleased to inform you that your application for the above course has been successful and the details of the course are as follows:-

LAST REGISTRATION Date..... FIRST TERM STARTING ON.....

YOU MUST REGISTER AND PAY THE FEES FOR THIS COURSE *BEFORE* THE LAST REGISTRATION DATE OR YOUR PLACE WILL BE OFFERED TO ANOTHER CANDIDATE. There are no exceptions to this instruction as many other applicants are on the waiting list.

In case the applicant desires to pursue a different course apart from the one admitted for, the change **MUST** be done through the Registrar's Office within two weeks of official admission into the course.

Fees payable at Registration

Application fee	Kshs.
First Term Tuition	Kshs.
Registration Fees	Kshs.
Polytechnic I/D	Kshs.....
Student Union	Kshs.....
Development	Kshs.....
Industrial Attachment	Kshs
Practicals	Kshs.
TOTAL	Kshs.....-.....

Foreign Students. Multiply Tuition fee by TWO.
Other charges remain the same.

Please bring the following items

- The letter of offer. REF:2302A/B
- The total fees quoted alongside.
- Your ID Card/proof of Identity.
- Two recent passport size photos (coloured)
- Birth Certificate
- Original Education Certificate /Result Slip plus photocopy of the same.
- Complete Rules Declaration form. REF:2302D
- Complete Medical Form REF:2302E

Note 1: When you come to register you must bring with you a **MONEY ORDER, POSTAL ORDER OR BANKERS CHEQUE** of the **FULL AMOUNT** of fees as you will not be registered on the Polytechnic computer system until you have paid. Cash payment can be deposited in **Kisumu Polytechnic Account at Kenya Commercial Bank A/C No. 1103855980 Kisumu Branch and Cooperative Bank A/C No. 01129012042200 Kisumu Branch.** Personal Cheques **shall not** be accepted for fee payment.

Note 2: Any trainee sponsored by his/her employer should personally ensure that adequate arrangements are made for full fees payment in time. You are advised to keep your payment receipt safe.

Note 3: Fees paid by parents, sponsors or whosoever, shall not be negotiated for refunds to any student. Any excess fee paid shall be regarded as fee prepayment for the appropriate term.

When you come to register, **collect your registration forms from the Registrar** who will check your certificates and direct you to cash office to pay your fees.

Please enquire from the Dean of Students if you require hostel facilities. Boarding Fees is Kshs. 10,500/- per term. (Closed cubes) and Kshs. 10,000/- per term (open cubes).

Yours faithfully,

Address any correspondence to:

THE PRINCIPAL,

REGISTRAR (FOR: KISUMU POLYTECHNIC)

KISUMU POLYTECHNIC,
P. O. BOX 143,
KISUMU.

If undelivered return to KISUMU POLYTECHNIC P. O. BOX 143, TEL.(057) 2020071

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REF: 2302B
KISUMU POLYTECHNIC
LETTER OF ADMISSION (PART-TIME COURSES)

Dear

APPLICATION FOR:

I am pleased to inform you that your application for the above course has been successful and the details of the course are as follows:-

*LAST*REGISTRATIONDate FIRST TERM STARTING ON.....

YOU MUST REGISTER AND PAY THE FEES FOR THIS COURSE *BEFORE* THE LAST REGISTRATION DATE OR YOUR PLACE WILL BE OFFERED TO ANOTHER CANDIDATE. There are no exceptions to this instructions as many other applicants are on the waiting list.

In case the applicant desires to pursue a different course apart from the one admitted for, the change MUST be done through the Registrar's office within two weeks of official admission into the course.

Fees payable at Registration

Application fee	Kshs.
First Term Tuition	Kshs.
Registration Fees	Kshs.
Polytechnic I/D	Kshs.
Student Union	Kshs.
Development	Kshs.
Industrial Attachment	Kshs.
Practicals	Kshs.
TOTAL	Kshs.

Foreign Students. Multiply Tuition fee by TWO.

Other charges remain the same.

Please bring the following items

- The letter of offer. REF:2302A/B
- The total fees quoted alongside.
- Your ID Card/proof of Identity.
- Two recent passport size photos (coloured)
- Birth Certificate
- Original Education Certificate /Result Slip plus photocopy of the same.
- Complete Rules Declaration form. REF:2302D
- Complete Medical Form REF:2302E

Note 1: When you come to register you must bring with you a **MONEY ORDER, POSTAL ORDER OR BANKERS CHEQUE** of the **FULL AMOUNT** of fees as you will not be registered on the Polytechnic computer system until you have paid. Cash payment can be deposited in **Kisumu Polytechnic Account at Kenya Commercial Bank A/C No. 110385980 Kisumu Branch and Cooperative Bank A/C No. 01129012042200 Kisumu Branch.** Personal Cheques **shall not** be accepted for fee payment.

Note 2: Any trainee sponsored by his/her employer should personally ensure that adequate arrangements are made for full fees payment in time. You are advised to keep your payment receipt safe.

Note 3: Fees paid by parents, sponsors or whosoever, shall not be negotiated for refunds to any student. Any excess fee paid shall be regarded as fee prepayment for the appropriate term.

When you come to register, **collect your registration forms from the Registrar** who will check your certificates and direct you to cash office to pay your fees.

Please enquire from the Dean of Students if you require hostel facilities. Boarding Fees is Kshs. 10,500/- per term. (Closed cubes) and Kshs. 10,000/- per term (open cubes).

Yours faithfully,

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KISUMU POLYTECHNIC

POLYTECHNIC RULES AND REGULATIONS

We consider our students to be mature and responsible adults and have sense of maturity. Decent behavior, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of students may lack the above traits and may need to be guided and counseled along a set of rules. WE therefore specify a few rules and regulations for the purpose of guidance and counseling.

THE RULES

1. All students must obey, respect and follow instructions from member's of staff.
2. All students are expected to look after the Polytechnic property by guarding against loss of damage.
3. If a tutor is out of classroom of workshop the class must maintain silence and good order during the period of sessions.
4. a). Meal time must be observed, as no meal will be served outside the set times unless there have been prior arrangements. Note that food must be eaten in the dining hall.
5. Students should maintain cleanliness in the Polytechnic, should keep dormitories and workshops tidy and participate in general cleanliness. Litter should not be thrown anyhow.
6. All students are encouraged to participate in various games and sports activities during games times. Polytechnic rules and regulations are to be observed when teams go out to represent the Polytechnic.
7. Punctuality must be observed in all Polytechnic functions:
 - a). During class hours, students will not leave the Polytechnic compound without a valid leave pass.
 - b). Boarders will not be out of the Polytechnic compound after 7.30 p.m. every day without valid leave pass
8. There shall be no tobacco smoking in the prohibited areas in the Polytechnic Dinning hall, Dormitories, Classrooms, Laboratories, Workshops and Drawing rooms.
9. Students should respect others freedom of worship. Where certain religious beliefs and rites conflict with the rules, Polytechnic rules shall prevail.
 - a). All students are prohibited from entering Hostels of the opposite sex.
 - b). Visitors are not allowed into the dormitories.
 - c). Staff room, Non teaching and teaching staff compounds are out of bounds to all students.
10. Fighting, use of abusing languages, possession of dangerous drugs, being drunk and disorderly and stealing are prohibited.
11. Female students are advised to guard against pregnancy during their whole course of training.
12. Unless otherwise stated lights shall be off at 11.00p.m.

PENALTIES

Infringements of any of the rules and regulations may be met by the following penalties. a). Suspension

b). Double suspension may be followed by expulsion.

c). In case of criminal offences (See rule 10) the offenders may be handed over to the police.

d). Loss of privileges e.g. Boarders who do not adhere to the rules may be deprived of the boarding facility.

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e). Female boarders who become pregnant will be advised to become day scholars and if their condition may not allow continuity with studies, they may request for leave and resume studies when it is appropriate to do so.

- f). A total of six weeks absenteeism will lead to automatic referral. Similarly loss of 75% class attendance in any subject will lead to automatic referral irrespective of being absent with permission.
- g). Lost and damaged property will be replaced by the offender, before he/she resumes classes. The declaration attached should be signed in the presence of a guardian/Sponsor who should sign as a witness.

Note that the declaration must be submitted to the Polytechnic on the opening day before registration.

REF: 2302 D

THE KISUMU NATIONALPOLYTECHNIC



P. O. BOX 143-40100,

KISUMU

POLYTECHNIC RULES AND REGULATIONS DECLARATION

I have read through the rules and regulations of the Polytechnic and promise to abide by them.
I have also noted the penalties to be met incase of my deviation from the rules.

Student'sName IDNo.
.....

Sign Date

Guardian/Sponsors Name
.....

Sign

ID No. Date

REF: 2302 E

THE KISUMU NATIONAL POLYTECHNIC



FORM: KSP//MED/1

MEDICAL REPORT ON AN APPLICANT FOR ADMISSION TO A COURSE AT THE POLYTECHNIC

PART I: To be completed by a Registered Medical Officer, FAILURE TO DISCLOSE Medical history in full may lead to rejection of the applicant for admission to a course.

A Full name and permanent address (in block letters) _____

Sex _____ Date of Birth _____

B Medical Situation/History

- | | | | |
|---------------------------|-------|---------------------------------|-------|
| 1. Tuberculosis | _____ | 16. Epilepsy | _____ |
| 2. Pneumonia | _____ | 17. Nervous Breakdown | _____ |
| 3. Pleurisy | _____ | 18. Psychiatric | _____ |
| 4. Asthma | _____ | 19. Eye Disorder | _____ |
| 5. Rheumatic | _____ | 20. Ear, nose & throat disorder | _____ |
| 6. Allergic disorder | _____ | 21. Skin disease | _____ |
| 7. Heart disease | _____ | 22. Sickle Cell | _____ |
| 8. Gastric/Duodenal ulcer | _____ | 23. Gynecological disorder | _____ |
| 9. Recurrent indigestion | _____ | 24. Tropical disease/malaria | _____ |
| 10. Jaundice | _____ | 25. Operations | _____ |
| 11. Kidney disorder | _____ | 26. Serious accidents | _____ |
| 12. Varicose veins | _____ | 27. Any other serious disorder | _____ |
| 13. Rapture | _____ | 28. Neurological disorder/polio | _____ |
| 14. Diabetes | _____ | | |
| 15. Dysentery | _____ | | |

C If any question above is answered Yes, please give the following:-

(a) Year	(b) Treatment Received	(c) Any Recurrences OR Lasting Effects

PART 2: Medical examiners report (additional)

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Important: The objective of the examinations is to determine whether the candidate is physically and fit to undertake a course of study or training at the Polytechnic subject to the pressure of the new learning environment.

YOUR OPINION IS CONFIDENTIAL TO THE POLYTECHNIC AND SHOULD NOT BE DISCUSSED BY THE CANDIDATE.

SIGNATURE OFFICIAL STAMP DATE

Enter finding below. Amplify if necessary in (H) below.

<p>A</p>	<p>General appearance consistent with state Age Health Weight Urinalysis SG Sugar Albumen Deposit</p> <p>Eyes VA Ears acuity Nose & Throat Teeth Locomotor System Upper limbs Lower Limbs Cardiovascular System Pulse rate Condition of arteries Fungi Heart size (AB) BP</p>	<p>YeS/No</p> <p>BL</p>	<p>D</p>	<p>Respiratory system</p> <p>Chest movement Breath sounds</p> <p>Alimentary system Abdomen liver Spleen Hernia sites</p> <p>Reproductive system Menstrual History WR VDBL Kleir</p> <p>Central Nervous System Pyschiatric assessment</p> <p>Reflexes</p> <p>Others not covered above</p>	
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Please comment on significant medical history

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a). Specify any current medical treatment _____

b). Is the candidate likely to need further treatment at the Polytechnic?

Do you consider the applicant fit to undertake the proposed course of study or training?

1). Signature of examination doctor _____

2). Name in block letters and Medical qualifications

3). Address



**REF:
2303**

REF.

DATE:

THE KISUMU NATIONAL POLYTECHNIC

P. O. BOX 143, TEL. (057) 2020071 FAX: 2024710

START OF TERM REGISTRATION FORM FOR NEW STUDENTS

INSTRUCTIONS

YOU ARE INSTRUCTED TO REPORT TO THE FOLLOWING DESKS FOR REGISTRATION:

- ❖ LADIES TO QUEUE ON THEIR OWN AT EVERY SERVICEPOINT
- ❖ ENSURE THAT THE SIGNATURES REQUIRED ARE OBTAINED
- ❖ ALL THE STUDENTS MUST REPORT TO THEIR HOD IN THE DEPARTMENT
- ❖ THIS FORM MUST BE SURRENDERED TO HOD'S OFFICE

DESK 1 – AT THE REGISTRY OFFICE

(To be filled by the student)

- 1.1 NAME OF STUDENT.....
- 1.2 ADMISSION NUMBER
- 1.3 COURSE AND YEAR.....
- 1.4 DAYSCHOLAR BOARDER FULLTIME PART TIME (Please Tick)
- 1.5 SPONSOR ADDRESS MOBILE.....
- 1.6 OFFICER'S NAME SIGNATURE DATE.....

DESK 2 – ACCOUNTS OFFICE (CASH OFFICE)

(CASHIER TO COMPLETE)

(All students to report here)

- 2.1 FEES BALANCE KSHS.....
- 2.2 ACTUAL AMOUNT PAID KSHS.....
- 2.3 NEW BALANCE KSHS.....
- 2.4 CASHIER'S NAME SIGNATURE.....
- 2.5 STAMP DATE.....

DESK 3 – DEAN OF STUDENTS OFFICE

- 3.1. HOSTEL ROOM NO. BED NO.....
- 3.2. OFFICER'S NAME DATE STAMP.....

(All students must report to the Dean's office)

DESK 4 – HEAD OF DEPARTMENT (HOD)

- 4.1 OFFICER'S NAME SIGNATURE DATE.....
- 4.2 SPECIAL REMARKS.....

HODs to capture student registration data and prepare relevant class lists. These forms shall be handed over to the Registrar by the HOD daily.

(All students must report to this DESK and submit this form to their HOD).

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REF:2305

THE KISUMU NATIONAL POLYTECHNIC

STUDENTS PERSONAL DATA FORM

DEPARTMENT.....
 COURSE.....
 ADM.NO.

StudentParticulars

First Name Other Names.....
 Title(Mr, Mrs, Miss)..... Gender ID Number.....
 Date of Birth Nationality
 Province
 District Division.....
 Location Sub Location

StudentContacts

C/O..... Address.....
 Town..... E-Mail.....
 Mobile No.

Next of Kin

Name of next of kin
 Relationship
 Address.....
 Town.....
 E-mail.....
 MobileNumber.....

Sponsor Details

Name.....
 Address.....
 Town
 Mobile Number.....

StudentSignature.....

Date.....

For official use only

Data captured &verifiedby(ForRegistry)



REF: 2304

**THE KISUMU NATIONAL
POLYTECHNIC**
P. O. BOX 143-40100, KISUMU – MOBILE: 0723446773
E-mail:info@kisumupoly.ac.ke

RE: CHANGE OF COURSE FORM

STUDENT NAME:.....

ADMISSION NUMBER.....

CurrentDepartment.....Course.....

ProposedDepartment.....Course.....

Please attach copy of your KCSE Certificate/Result Slip.

You are required to report to the **New/Old HOD** for record of the transfer.

- 1. CURRENTHOD
- 2. PROPOSEDHOD
- 3. CASHOFFICE
- 4. REGISTRY

We wish to inform you that you were:-

SUCCESSFUL

UNSUCCESSFUL

REGISTRAR

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REF: 2306

Process map for Issuance of Student ID Cards

