
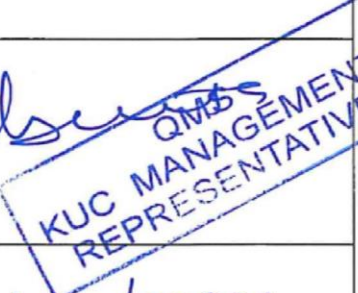
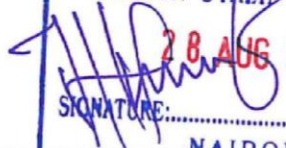
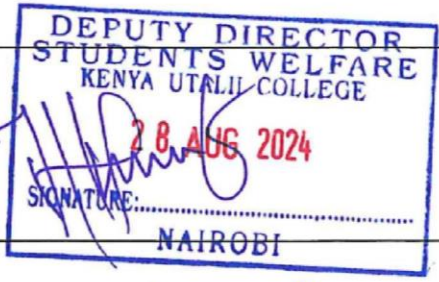




KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

AUTHORIZATION: Procedures for Student Welfare are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024
PROCESS OWNER: Deputy Director Student Welfare	
SIGNATURE:	  28 AUG 2024 SIGNATURE:..... NAIROBI
DATE:	23/8/2024



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDSW



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

DOCUMENT DETAILS

1.	Section A: Quality Objectives
2.	Section B: Procedures
	Title
	Purpose
	Scope
	Reference
	Terminology
	Responsibility
	Input
	Methods
	Output
	Records



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

SECTION A: QUALITY OBJECTIVES

OBJECTIVES	ACTIVITIES	RESOURCES	RESPONSIBILITY	TIME FRAME	KEY PERFORMANCE INDICATORS
To achieve 80% student satisfaction on learning environment	Hostel allocation Student orientation Facility maintenance Meals services	Competent staff Budget	Deputy Director, Student Welfare	Continuous	Percentage Level of student satisfaction on learning environment
To resolve student disciplinary cases within ten (10) working days	Guiding and counseling Enforcing Rules and Regulations.	Competent staff	Deputy Director, Student Welfare	Continuous	Number of discipline cases resolved within ten (10) working days



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

SECTION B: PROCEDURES

1.0 PROCEDURE FOR HOSTEL ROOM MANAGEMENT

2.0 PURPOSE

To give guidelines for provision of accommodating students.

3.0 SCOPE

This procedure cover students' room request, room allocation, room maintenance and exit

4.0 TERM, ABBREVIATIONS

DDSW - Deputy Director, Students Welfare

FC: Floor captain – student appointed to receive and report any issues in the particular floor in the hostels

5.0 REFERENCES

College academic calendar

Students' Rules and Regulations Booklet

Room Inventory Register

6.0 RESPONSIBILITY

Deputy Director, Students Welfare

7.0 INPUTS

Competent Staff

Budget



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

8.0 METHOD

8.1 Room allocation

- 8.1.1 The DDSW shall declare the room vacant by preparing a Vacant room list one week before opening/reporting dates.
- 8.1.2 The DDSW shall report any maintenance repairs to be Carried out by writing a maintenance requisition work Order.
- 8.1.3 The DDSW shall allocate rooms.
- 8.1.5 The DDSW shall assign the room upon confirmation of Admission clearance, accommodation commitment form and Receipt
- 8.1.6 The student shall fill in a learning environment satisfaction Questionnaire
- 8.1.7 The student shall exit the room by filling in the clearance form

8.2 Room maintenance

- 8.2.1 The floor captain or a representative shall report Any breakages by filling a hostel maintenance work Order.
- 8.2.2 The DDSW or representative shall forward the maintenance work Order to the Deputy Director Estate management for action.
- 8.2.3 The DDSW shall confirm the work done

9.0 OUTPUTS

Satisfied Accommodated Students



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

10. RECORDS

Admission forms
Duly filled room allocation book
Accommodation commitment form
Filled work order list
Hostel receipt
Hostel maintenance form
Maintenance work order book
Vacant room list

11. KEY PERFORMANCE INDICATORS

Number of Accommodated students.

12.3 APPENDICES

HOSTEL MAINTENANCE FORM

AREA: _____

ROOM NO: _____ FLOOR _____

DESCRIPTION OF FAULT:

REPORTED BY: _

_____ DATE: _____



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

Kenya Utalii College
ENGINEERING WORK ORDER

KUC/ADMIN/R/043

Dept:
No: 11524

Room No./Area: _____

Reported by: _____ Date: _____

Description: _____

Job Done by: _____ Date: _____

Checked by: _____

Filed by: _____



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

1.0 PROCEDURE FOR DISCIPLINE

2.0 PURPOSE

To give guidelines for handling student disciplinary cases.

3.0 SCOPE

This procedure applies from occurrence to conclusion of the disciplinary case.

4.0 TERMS AND ABBREVIATIONS

DDSW: Deputy Director Student Welfare.

HODS: Head of Departments.

KUCSA: Kenya Umali College Student Association.

5.0 REFERENCES

Students' rules and regulations booklet

6.0 RESPONSIBILITY

Deputy Director Student Welfare

7.0 INPUTS

Competent staff

8.0 METHOD

- 8.1. The DDSW shall receive written reports of infringement of regulations from Hoods of affected departments
- 8.2. **The DDSW shall write a show cause letter to the student within three (3) working days.**
- 8.3. **The student shall respond within three (3) working days.**
- 8.4. The DDSW shall notify the department concerned of the action to be taken.
- 8.5. The DDSW shall take the appropriate disciplinary action.
- 8.5. For the case of suspension or expulsion, the Principal/CEO shall take action.
- 8.6. The student can appeal against the action within a period of seven working days.



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PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

- 8.7. The appeal shall be forwarded to the Principal/CEO for determination.
- 8.8 The DDSW shall communicate the outcome to the student.
- 8.8 Copies of all disciplinary cases shall be maintained by the DDSW.

9.0 OUTPUTS

Number of Resolved discipline cases

10.0 RECORDS

Written reports
Copies of the discipline letters



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)



Kenya Utalii College

KUC/ACAD/R/028

Hostel Room Exit / Entry Checklist

ROOM NO. _____	DATE: _____		
NAME: _____	STUDENT NO: _____		
CHECK POINT / PARTICULARS	OK	NOT OK	REMARKS
BED <ul style="list-style-type: none"> • Frames not bent • Free of marks and scratches • Wires firm and not cut or sagging 			
MATTRESS <ul style="list-style-type: none"> • Not turn and no stains 			
FLOOR <ul style="list-style-type: none"> • Free from dirt and stains • Floor tiles not broken or missing • Floor generally clean 			
CURTAINS <ul style="list-style-type: none"> • Free from dirt and stains • Tape and hem not torn • Curtains rails well fixed and runners available • All hooks and stoppers present 			
WINDOWS <ul style="list-style-type: none"> • No dust, no webs and marks • All louver available and not broken or missing • Window wire mesh available and not torn 			
WALLS AND CEILING <ul style="list-style-type: none"> • Free from scratches and marks • No pictures stuck on the walls • No nails on the wall • No writings on the walls 			
MAIN DOOR <ul style="list-style-type: none"> • Free from scratches and marks • Door handle and lock working and not loose • Door frames not broken • No writings on the door 			
WARDROBE <ul style="list-style-type: none"> • Door free of scratches, marks and writings • Shelves clean and not broken • Door hasps available and not broken 			
STUDY TABLE AND CHAIRS <ul style="list-style-type: none"> • Top free from dust, dirt beverage marks scum and no writings • All the chairs available, clean and not broken 			
SOCKETS SWITCHES <ul style="list-style-type: none"> • Fluorescent tube light clean and not covered • Switches and sockets not broken 			



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

KUC/ACAD/R/028

KENYA UTALII COLLEGE, NAIROBI

KUC/ACAD/R/005

STUDENT EXIT FORM DATE: _____

STUDENT NAME: _____ TEL NO: _____ COURSE NO: _____

The following checklist must be completed and signed accordingly.

CONTACT ADDRESS: _____ ROOM NO: _____

The following check-list must be completed and signed accordingly.

Reason for leaving: Resignation End of course Suspension College break In-training Other

DEPARTMENT	ITEMS	CHARGES KSHS.	REMARKS/COMMENTS	SIGNATURE STAMP & DATE
LAUNDRY				
LIBRARY				
PHYSICAL EDUCATION				
MAINTENANCE , AUDIO VISUAL				
HEAD OF DEPARTMENT				
SOCIAL STUDIES				
ROOM HANDOVER				
ACCOUNTS				
<input type="checkbox"/> ID				
<input type="checkbox"/> ACCESS CARD				

This portion signed and detached must be presented to security at the College main gate, who will sign it and return the same to the Dean of Students

Name: _____ Course No: _____ has completed exit procedure and may view checklist, subject to formalities at the gate.

Signed: _____ Signed: _____ Signed: _____ Date: _____
Dean of Students Security Student



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR STUDENT WELFARE DEPARTMENT (KUC/QMS/R/50)

K UC /ACAD/ R/ 072



KENYA UTALII COLLEGE



REFRESHER EXIT FORM

DATE: _____

STUDENT NAME: _____ TEL: _____ COURSE NO: _____

The following check list must be completed and signed accordingly.

CONTACT ADDRESS : _____ ROOM NO: _____

Reason for leaving : End of course.

DEPARTMENT	ITEMS	CHARGE KSH	REMARKS/COMMENT	SIGNATURE STAMP/DATE
LAUNDRY				
HEAD OF DEPARTMENT				
ROOM HAND OVER				

 This portion signed and detached must be presented to the security at the college main gate,