



**BARINGO TECHNICAL COLLEGE**


**PROCEDURES**

**2021**

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## Academic procedures

			
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>		
<b>Affiliations; Ministry/ Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>		
<b>Economic Sector Alignment:</b>			
<b>Big 4 Alignment:</b>	<b>ALL</b>		
<b>Accounting Officer:</b>	<b>Principal</b>		
<b>Period: FY</b>	<b>2021/2022</b>		
<b>PROCESS DOCUMENTATION</b>			
<b>Service Name</b>	<b>OUTREACH, MARKETING AND SENSITIZATION</b>		
<b>Brief Description</b> Document Purpose/Service	The College <i>Admissions and Enrolment Team</i> shall target a given region/county to create awareness about the existence of Baringo Technical College and the courses offered. The team shall be headed by the Deputy Registrar and committee members shall be trainers seconded by admitting departments (HODs) to act as a point of liaison and to advise and liaise with the Chairperson in coordinating the outreach programs.		
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>		
<b>Process Owner:</b> Name and Position	<b>Deputy Registrar (Outreach / Marketing)</b> 1. Clement Tison		
<b>Process Writer(s):</b> Name and Position	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics		
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This process shall begin with the Heads of Departments submitting list of courses to the College Academic Board for approval	At least two months before intake	Head of Department (Academics)
2.	The College Academic Board shall approve list of courses (brochure) for a subsequent term, or otherwise advise the HOD.	At least two months before intake	D. Principal Academics
3.	An advert shall be placed / run in appropriate media displaying information pertaining the courses, requirements, duration, and procedure for application.	At least one month before intake	D. Registrar
4.	Chief's barazas / open air sensitization	At least one month	D. Registrar


	campaigns shall be conducted in identified areas.	before intake	
5.	A list of applicants shall be kept during the sensitization campaigns and submitted with the marketing report	One week after sensitization	D. Registrar
6.	The process shall be deemed complete when a marketing report is presented to the Principal	One week after sensitization	D. Registrar/ Principal

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>APPLICATION FOR ADMISSION</b>
<b>Brief Description</b> Document Purpose/Service	This procedure outlines how prospective trainees shall apply and gain admission into the College.
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar</b>
<b>Process Writer (s):</b> Name and Position	1. Hillary Kemboi 2. Clement Tison 3. D. P. Academics 4. ALL Academic HODs
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE


Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	All applicants will be expected to apply for admission through KUCCPS online or complete an application form available in the institution's offices and website.	KUCCPS applications as per KUCCPS timelines By Registration date	Registrar
2.	Verification of documents / vetting of applicants	By Registration date	Registrar
3.	This procedure shall be deemed complete when a trainee is issued with an admission letter. Only those applicants who meet the minimum requirements shall receive admission letters.	By Registration date	Registrar

### EXCEPTIONS TO THE NORMAL FLOWS

<b>Title</b>	<b>No.</b>	<b>Description</b>	<b>Time</b>	<b>Actor</b>
<i>Applicants placed by other established organizations shall be exempt from Steps #2 and #3 in this procedure.</i>				

## **PROCESS MAP/ VISUALIZATION**

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>ADMISSION/ REGISTRATION OF NEW TRAINEES</b>
<b>Brief Description</b> Document Purpose/Service	<b>The purpose of this procedure is to ensure transparent, efficient and timely admission of new trainees.</b>
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with the Head of Department receiving the applicant, issuing him/ her with a registration form and authenticating the admission letter, certificates and course requirements. <i>In case of an anomaly, s/he shall advise the applicant accordingly.</i>	One Day	Head of Department
2.	The HOD shall direct the applicant to the MIS for issuance of admission number.	One Day	MIS/ HOD
3.	The MIS Shall direct the student to the Finance Officer who shall proceed as per the Revenue Collection Procedure Number _____ in the Finance Procedure Manual.	One Day	MIS/ FO

4.	The Finance Officer shall direct the trainee to the Registrar for formal registration entailing: a) Confirmation of fee payment b) opening of trainee file c) student particulars form d) medical form e) verification of copies of academic certificates f) passport size photographs g) birth certificate	One Day	FO/ Registrar
5.	The Trainee shall proceed to the Dean of Trainees where the accommodation procedure Number _____ in the <i>Trainee Welfare Procedure Manual</i> shall apply.	One Day	Registrar/ DOT
6.	The Dean of Trainees shall direct the trainee to the Head of Department who shall stamp and sign the completed registration form and enter the trainee details into the departmental register.	One Day	DOT/ HOD
7.	The MIS officer shall take passports and prepare ID cards for trainees who have paid the identity card fee	Within admission period	MIS officer
8.	This procedure shall be deemed complete when a trainee is issued with a college identity card	Within admission period	MIS officer


#### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>Step #5 in this procedure shall apply only to those seeking College boarding facilities</i>				

#### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>REGISTRATION OF CONTINUING TRAINEES</b>
<b>Brief Description</b> Document Purpose/Service	<b>The purpose of this procedure is to ensure transparent, efficient and timely registration of continuing trainees.</b>
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with the trainee reporting to the MIS for registration who will then direct the student to the FO <i>Confirm data capture process with MIS officer</i>	One Day	MIS/ FO
2.	The FO shall receive school fees from continuing students as per Revenue Collection Procedure in the Finance Procedure Manual.	One Day	MIS/ HOD
3.	The Finance Officer shall direct the trainee to the respective HOD for Departmental registration.	One Day	FO/ HOD
4.	The HOD shall enter the trainee details into the Departmental Register. In the case of any discrepancy, the HOD shall advise the trainee accordingly.	One Day	FO/ Registrar


5.	The HOD shall direct the trainee to the Dean of Trainees where the accommodation procedure in the <i>Trainee Welfare Procedure Manual</i> shall apply.	One Day	Registrar/ DOT
6.	The HOD shall verify the trainee attendance of classes in reference to updated class registration lists generated by the MIS. In the event of a discrepancy, the HOD shall apply relevant Procedure on Attendance.	Two weeks of registration	HOD/ MIS Officer
7.	This procedure shall be deemed completed when the HOD shall have prepared a list of registered students and presented to the College Academic Board.	One Day	HOD

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>Step #5 in this procedure shall apply only to those seeking College boarding facilities</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>ORIENTATION</b>
<b>Brief Description</b> Document Purpose/Service	
<b>Document Control:</b> Change Record/ Version Number	
<b>Process Owner:</b> Name and Position	<b>Dean of Trainees</b>
<b>Process Writer (s); Name and Position</b>	1. Rufus Muriuki 2. Patricia Kipsang 3. Enock Chirchir
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.			
2.			
3.			
4.			
5.			


### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

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## **PROCESS MAP/ VISUALIZATION**

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>WORKLOAD ALLOCATION</b>
<b>Brief Description</b> Document Purpose/Service	<ul style="list-style-type: none"> <li>The HODs should submit the subject allocation for a subsequent term to the academic board for verification and forwarding to the TTO</li> <li>The approved curriculum (syllabus) and Occupational Standard (OS) for the course shall be the basis for determining the number of contact hours per subject/ unit.</li> <li>The subjects for the following term shall be allocated to trainers in a departmental meeting ensuring fairness and equity in distribution as per CBE to enhance productivity</li> </ul>
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>DEPUTY PRINCIPAL ACADEMICS</b>
<b>Process Writer (s); Name and Position</b>	<ol style="list-style-type: none"> <li>1. DP/Academics</li> <li>2. All Academic HODs</li> <li>3. Subject trainers</li> </ol>
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with academic HOD convening a subject allocation meeting in their respective department two weeks before the end of any preceding term. the following shall be considered;	Two weeks before the end of the preceding term.	HOD


	a) the number of classes b) the number of hours in the various courses c) common subjects d) population of trainees in each class		
2.	Upon allocation the respective HODs shall submit the workload allocation to the academic board for verification and approval. <i>In verifying the allocation the academic board shall consider the procedures in # 1 above.</i>	Two weeks before the end of the preceding term.	HOD
3.	In the event the academic board establishes an anomaly in the allocation, the board shall advise the HOD concerned accordingly	Two weeks before the end of the preceding term.	Academic board
4.	The procedure shall be deemed complete upon the Academic Board submitting the subject allocation matrix to the Timetabling Officer.	Two weeks before the end of the preceding term.	Academic board

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>

<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>TIMETABLING (TEACHING TIMETABLE)</b>
<b>Brief Description</b> Document Purpose/Service	The procedures and guidelines in this section are designed to assure effective and efficient service provision while ensuring optimum utilization of resources.
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>TIMETABLING OFFICER</b>
<b>Process Writer (s);</b> Name and Position	1. Kibet Y Josphat
<b>Process Reviewer (s)</b> Name and Position	1.
	2.


#### STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with the Timetabling officer receiving a verified workload allocation from the academic board	Two weeks before the end of the preceding term.	Academic board TTO
2.	The timetabling officer shall prepare a draft timetable by the end of the preceding term. <i>In preparing the timetable the TTO shall consider the following but not limited to:</i> a) <i>The capacity of the rooms</i> b) <i>The number of students per class</i> c) <i>The number of subjects per class</i> d) <i>Common subjects</i>	One week before the end of the preceding term.	TTO
3.	Upon completion, the TTO shall submit to the Academic board copies of Draft timetable for verification	2 weeks	Academic board
4.	Upon receipt the academic board shall consider the criteria in #3 above in the verifying the timetable during the academic board meeting and submit to the TTO	1 day	Academic board
5.	The procedure shall be deemed complete upon approval by the DPAA and the copies posted on the Notice boards and college Website	At the end of a preceding term	TTO MIS officer DPAA

## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

## PROCESS MAP/ VISUALIZATION

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>TIMETABLING (INTERNAL EXAMINATION)</b>
<b>Brief Description</b> Document Purpose/Service	The procedures and guidelines in this section are designed to assure effective and efficient service provision while ensuring optimum utilization of resources.
<b>Document Control:</b>	<b>Version 1</b>



Change Record/ Version Number	
<b>Process Owner:</b> Name and Position	<b>TIMETABLING OFFICER/EXAMINATIONS OFFICER</b>
<b>Process Writer (s);</b> Name and Position	1. Kibet Y Josphat 2. Herma Maiyo
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with the Timetabling officer preparing a draft internal timetable and forwarding to the academic board for verification.	3 weeks before commencement of exams	Academic board TTO
2.	In verifying the draft internal examination timetable the academic board shall consider: a) The capacity of the rooms b) The number of students per class c) Facilities available in the rooms	3 weeks before commencement of exams	Academic board
3.	Upon verification, the academic board will forward the draft to the TTO.	3 weeks before commencement of exams	Academic board
4.	Upon receipt the TTO shall prepare the final internal examination timetable and forward it to the DP academics for approval	2 weeks before commencement of exams	DPAA
5.	The procedure shall be deemed complete upon posting the approved internal examination timetable on the college Notice boards and website.	2 weeks before commencement of exams	TTO MIS officer

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

MDA LOGO	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>PREPARATION FOR TRAINING</b>
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to guide the trainer in implementing the critical first step in training. This involves formulation of objectives, identification of content, activities and resources to guide learning. In this step, the trainer shall prepare and submit the <i>subject / course outlines</i> <sup>1</sup> and <i>schemes of work</i> <sup>2</sup> within the stipulated timelines
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Trainers, HODs, DPAA</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure commences once a subject has been allocated him/ her vide the workload allocation.	Two weeks before the end of preceding term	Subject Trainer/ HOD
2.	The subject trainer shall identify relevant	One week prior to	Subject Trainer

<sup>1</sup>**Mentoring Tool** in the case of CBET

<sup>2</sup>**Action Planning Sheet** in the case of CBET


	training resources, including the syllabus, textbooks, and any other reference materials.	opening	
3.	The subject trainer shall, prior to a new term, prepare and submit to the HOD a course outline detailing topics/ sub-topics to be covered each week.	One week prior to opening	Subject Trainer/ HOD
4.	The subject teacher shall, on the first lesson, provide trainees with a copy of the course outline.	First week of opening	Subject Trainer
5.	The subject trainer shall, prior to a new term, prepare and submit to HOD a scheme of work detailing the following: <ul style="list-style-type: none"> <li>• Course, class, level and subject</li> <li>• Duration of term</li> <li>• Hours as per the syllabus</li> <li>• Topics/ sub-topics to be covered each week</li> <li>• Syllabus objectives.</li> </ul>	One week prior to opening	Subject Trainer/ HOD
6.	The HOD shall approve the course outlines and schemes of work taking into consideration compliance with the components in Steps 3 and 4 above. <i>In the event that the HOD identifies any non-compliance, s/he shall advise the trainer accordingly.</i>	First week of opening	Subject Trainer/ HOD
7.	This procedure shall be deemed complete when HOD has approved and filed records of the course outline and schemes of work.	First week of opening	HOD

## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>TRAINING (THEORY LESSON)</b>
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to ensure effective, efficient and timely teaching of theory lessons.
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall commence when the subject trainer goes to class on the date and time stipulated in the timetable.	Within the time stipulated for the lesson	Subject trainer
2.	The trainer shall conduct the lesson as follows: <b>a) Introduction:</b> Greetings, confirmation of readiness to learn, connecting to the topic, and checking prior knowledge.  <b>b) Execution:</b> the actual dissemination of	Within the time stipulated for the lesson	Subject trainer


	content employing different methods, using different tools and media.  c) <b>Evaluation:</b> the trainee repeats process as the trainer evaluates learning objectives.		
3.	This procedure shall be deemed complete upon the trainer filling in the record of work covered form.	Within the time stipulated for the lesson	Subject trainer

## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>TEACHING OF PRACTICAL LESSON</b>
<b>Brief Description</b> Document Purpose/Service	
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar/Examinations Officer</b>
<b>Process Writer (s); Name and Position</b>	1
	2.
<b>Process Reviewer (s)</b>	1.

Name and Position	
	2.

### STEPS/FLOW/SEQUENCE


Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure starts with the subject trainer planning for the practical lesson(s) per the course outline	One week prior to the practical	Trainer
2.	the subject trainer shall place a request for items required for the practical to the Technician	One week prior to the practical	Trainer
3.	The subject trainer shall ensure that the respective technician prepares the training materials and equipment to be used for the practical	One day prior to the practical	Trainer
4.	During the practical the technician shall issue the training materials and equipment to the trainers	At the beginning of the practical	Trainer /technician
5.	The trainer shall demonstrate the practical	During the practical	Trainer/ Technician
6.	The trainee repeats process as the trainer evaluates learning objectives.	During the practical	
7.	This procedure shall be deemed complete upon the technician ensuring the equipment and apparatus are returned and the workshop is cleaned, and the trainer making an entry into the record of work covered.		Technician/ Trainer

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>SUPERVISION OF TRAINEE ATTENDANCE</b>
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to ensure effective monitoring of training by checking trainee attendance of lessons. This shall be done by trainers and respective HODs.
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Deputy Principal (Academics)</b> <b>Heads of Department</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall commence when a subject trainer collects lists of registered trainees per course and records of work sheets for respective classes from their HODs.	Beginning of term	Subject Trainer/ HOD
2.	The subject teacher shall mark the class register during the lesson.	Every Lesson	Subject Trainer
3.	The subject teacher shall enter the topic(s) / sub-topic(s) taught during the	Every Lesson	Subject Trainer

	lesson in the <i>records of work covered</i> <sup>3</sup> form.		
4.	The subject teacher shall submit attendance registers to the HOD for auditing every 2 weeks. <i>Failure of a trainee to maintain good attendance shall be dealt with in accordance with the College disciplinary procedure</i>	Every two weeks	Subject Trainer/ HOD
5.	The subject trainer shall calculate cumulative percentage class attendance per trainee and submit to the HOD. Trainees whose attendance threshold is below 75% shall not be eligible to sit end of term exams.	One week prior to start of examinations	Subject Trainer/ HOD
6.	This procedure shall be deemed complete upon HOD receiving duly filled attendance lists and records of work forms from the subject training for filing.	One week prior to start of examinations	Subject Trainer/ HOD


## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<sup>1</sup> Portfolio of Evidence in the case of CBET

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>

<sup>3</sup> Portfolio of Evidence in the case of CBET



<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>SUPERVISION OF TRAINERS' ATTENDANCE</b>
<b>Brief Description</b> Document Purpose/Service	This sub-section delineates procedures to be followed in supervising and monitoring learning so as to assure quality training through continual improvement. The process of monitoring trainers' class attendance shall be done through class representatives who shall complete a Quality Control Form indicating attendance or non-attendance of classes by trainers.
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Deputy Principal (Academics)</b> <b>Heads of Department</b>
<b>Process Writer (s);</b> Name and Position	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This process shall begin with the Class Representative picking the Quality Control Form from their respective HOD.	Beginning of Term	HOD/ Class Rep
2.	The class representative shall mark the Quality Control Form at the end of every lesson.	Every Lesson	Class Rep
3.	In the event that a trainer misses a lesson, s/he shall organize a makeup lesson within 2 weeks and submit a makeup lesson register duly signed by respective students to the HOD	2 Weeks	Trainer/ Class Rep
4.	At the end of the week or beginning of the subsequent week, the class representative	Weekly	HOD/ Class Rep


	shall forward the completed Quality Control Form to the respective HOD for analysis.		
5.	The HOD shall analyze the Quality Control Forms weekly and where it is established that a trainer has missed a lesson(s), the HOD shall caution the trainer and require him/ her to organize a makeup lesson. This shall be entered into the Lesson Missed form.	Weekly	HOD
6.	The HOD shall submit monthly reports to the Deputy Principal Academics for further action.	Monthly	HOD/ DPAA
7.	This procedure shall be deemed complete upon receipt of the Monthly report by the DPAA	Monthly	DPAA

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>SETTING OF EXAMS</b>
<b>Brief Description</b> Document Purpose/Service	<b>The purpose of this procedure is to ensure effective and timely setting of examinations.</b>

<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar/Examination Officer</b>
<b>Process Writer (s);</b> Name and Position	1. Hillary Kemboi 2. Herma Maiyo
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall begin with the examination officer convening a meeting with Departmental Examinations Officer to prepare a schedule of examinations outlining the following: a) Submission deadline b) Date of moderation of exams		Examinations officer Departmental examinations officers
2.	The EO shall communicate with the HODs on the dates and deadlines for setting internal examinations.	Four weeks after opening	Head of Department (Academics)/ Examinations Officer
3.	Upon receipt of the communication, the HOD shall inform the subject trainers to set the examinations within the stipulated dates.	Four weeks after opening	Departmental Examinations officers
4.	The subject trainer shall set the examination taking into consideration the scheme of work and course outline.	Two weeks	Trainer
5.	Upon setting the examination, the subject trainer shall submit them to the departmental examination officers by the end of the 6 <sup>th</sup> week of the term.	One day	Trainer
6.	Upon receipt of the set examination, the departmental exam officers shall ensure that the subject trainer sign	One day	Departmental exam Officer


	on the examination submission register.		
7.	In the event that the subject trainer doesn't submit within the set date, the departmental exam officer shall communicate to the respective HOD for appropriate action and copies of action taken submitted to the deputy Principal Academics and Examination Officer.	One day	Departmental Exam Officer

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>MODERATION OF EXAMS</b>
<b>Brief Description</b> Document Purpose/Service	<b>The purpose of this procedure is to ensure effective and timely moderation of examinations.</b>

<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar/Examination Officer</b>
<b>Process Writer (s);</b> Name and Position	1. Hillary Kemboi 2. Herma Maiyo
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This shall start with the departmental exam officers (EO) communicating in the fourth week to the moderation panels the dates for moderating exams to be conducted by the end of the sixth week.	One day	Departmental Examinations Officer
2.	On the material day(s), the departmental EO shall issue the dully received set of examinations to the respective chairperson of moderating panels.	One day	Departmental Examinations officers
3.	In moderating examinations, the panel shall consider; syllabus coverage, rubric, weighting of the marks awarded to the questions, blooms taxonomy	One day	Trainer
4.	Upon moderation, the chairperson moderating panel shall feel the respective sections of the internal examination form	One day	Trainer/ Chairperson moderation panel
5.	The chairperson moderation panel shall submit the moderated examination to the departmental EO	One day	Chairperson moderation panel
6.	The departmental EO shall ensure that the examination has been typed, proof read by the subject trainer and produce enough copies for the trainees by the end of 8 <sup>th</sup> week.	Two weeks	Departmental exam Officer
7.	The subject trainer shall fill invigilation details form on the envelope, pack examination exam papers, answer sheets and student attendance list	One day	Trainer
8.	This procedure shall be deemed complete upon the examination been	One day	Trainer/ departmental EO


	packed and there soft copies kept in the departmental examination data bank by the departmental EO		
9.			

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>EXAMINATION REGULATIONS</b>
<b>Brief Description</b> Document Purpose/Service	This procedure aims at governing the conduct of trainees during the examination period. This includes but not limited to having college ID card, exam card and observing the required timelines.
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Deputy Principal (Academics)</b> <b>Registrar</b> <b>Heads of Department</b> <b>Examination officer</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Clement Tison 3. All Academic HODs 4. D. P. Academics
	2.

<b>Process Reviewer (s)</b> Name and Position	1.
	2.


### STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
8.	This process shall begin with the preparation of examination timetable by the timetabling officer	two weeks before exam period	TTO
9.	The heads of departments submits list of trainees who eligible to sit for the exam to the examination officer according to procedure no.....of supervision of trainee attendance	two weeks before exam period	HOD
10.	The examination officer shall prepare examination cards which shall be issued to trainees	a week before exam period	Examination officer HOD
11.	The trainee shall be seated in the venue before start of the examination	15 minutes before	Trainee
12.	A candidate who reports for an examination half an hour (30 minutes) late shall not be allowed into the examinations room. <i>There shall be no time compensation for lateness whatsoever</i>	Continuous	Invigilator Trainee
13.	The invigilators shall verify exam cards and ID cards before issuing exam paper to the trainees	At the start of the each exam paper	Invigilator
14.	The trainee shall do/write their examination individually without reference to any illegal material. <i>In case a trainee is found with illegal material/ any other form of cheating, the academic policy procedure of Handling Cases of Academic Dishonesty shall apply</i>	As per time indicated in the exam paper	Trainee Invigilator
15.	No candidate will be allowed back into the examinations venue after handing in the answer scripts or other examinations material.	Continuous	Trainee Invigilator
16.	The trainee signs the exam attendance register and submits the answer booklet upon completion of the exam	End of specific exam time	Trainee Invigilator

17.	This procedure shall be deemed complete upon submission of the examination booklets to the examination office by the invigilator and the invigilator signs submission list. <i>In case a trainee is found cheating, the invigilator shall submit a report of the same to the examination office, attaching evidence</i>	End of specific exam time	Invigilator
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## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>Cancellation of examination paper</i>		<i>Done in case of massive irregularities</i>	<i>Immediately</i>	<i>Invigilator Examination officer</i>

		
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>	
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>	
<b>Economic Sector Alignment:</b>		
<b>Big 4 Alignment:</b>	<b>ALL</b>	
<b>Accounting Officer:</b>	<b>Principal</b>	
<b>Period: FY</b>	<b>2021/2022</b>	
<b>Service Name</b>	<b>Continuous Assessment Tests (CATs)</b>	
<b>PROCESS DOCUMENTATION</b>		
<b>Brief Description</b> Document Purpose/Service	This shall guide the assessment of the Continuous assessment Tests.	
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>	
<b>Process Owner:</b> Name and Position	<b>Examinations Officer</b>	
<b>Process Writer (s);</b> Name and Position	1. Hillary Kemboi 2. Herma Maiyo	
<b>Process Reviewer (s)</b> Name and Position	1.	
	2.	



## STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
7.	This process shall begin with the examinations officer communicating to the HOD on the dates as shown in the registrar's calendar of events.	First week of opening	Examinations Officer
8.	Upon receipt of the communication the HOD shall inform the trainers on the dates of CATs	First week of opening	HOD
9.	Upon receipt of the communication the subject trainer shall set the CATs covering: Quizzes, tests, assignments, project & research work, Practical work and Oral tests considering the following: a) Schemes of work b) Syllabus coverage	Third week of the term	Subject Trainer
10.	The subject trainer shall administer the CAT 1(Assignment) as required at the time stipulated in the Calendar of Events	4 <sup>th</sup> week of the term	Subject trainer
11.	The subject trainer shall mark CAT 1 and return marked scripts to trainees, where applicable.	5 <sup>th</sup> week of the term	Subject trainer
12.	The subject trainer shall administer CAT 2 as required and at the time stipulated in the Calendar of events	6 <sup>th</sup> week of the term	Subject trainer
13.	The subject trainer shall mark CAT 2 and key in the marks (both CAT 1 and CAT 2) in the college MIS system and a hardcopy of the results submitted to the departmental Examinations Officer for filing.	7 <sup>th</sup> week of the term	Subject trainer
14.	In the event that the subject trainer does not give out the CATs, the departmental EO shall communicate to the respective HOD for appropriate action as per the HR policy and academic policy.	0	HOD
15.	The subject trainer shall communicate feedback on the CATs to the trainees and return marked scripts, where applicable.	7 <sup>th</sup> week	Subject trainer
16.	The departmental EO shall verify and	8 <sup>th</sup> week	HOD


	confirm if the marks were keyed in by respective trainers correctly and appropriately as required.		
17.	This procedure shall be deemed complete when the marks have been keyed in and trainees are given the feedback	8 <sup>th</sup> week	HOD

## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

MDA LOGO	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>ADMINISTRATION OF EXAMINATIONS</b>
<b>Brief Description</b> Document Purpose/Service	
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar/Examination Officer</b>
<b>Process Writer (s); Name and Position</b>	1
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with departmental Eos ensuring that the departmental supervisor distributes the packed examination papers to the respective invigilators 30 minutes to the start of the examination and that the invigilator signs the examination issuing and submission form.	One day	Departmental Examinations Officer
2.	During examination, the invigilator shall; a) Ensure appropriate sitting arrangement b) Ensure that the students have the examination cards and identification cards c) Distribute examination papers and answer sheets. d) Ensure students sign the examination attendance list as they return the answer sheet.	One day	Invigilators
3.	In the event of an examination irregularity, the provisions of the academic policy shall apply.	One day	Departmental EO
4.	At the end of the examination, the invigilator shall submit the answer sheet and examination attendance list to the departmental examination officer and sign the examination issuing and submission form.	One day	Invigilators
5.	This procedure shall be dimmed complete upon the subject trainer collect the answered script and signing the examination issuing and submission form from the departmental EO.	One day	Trainer


## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

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## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>MARKING, GRADING AND ANALYSIS OF EXAMINATION RESULTS</b>
<b>Brief Description</b> Document Purpose/Service	<b>The purpose of this procedure is to ensure effective, timely and transparent marking and grading of internal examinations and analysis of examination results.</b>
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar/Examination Officer</b>
<b>Process Writer (s); Name and Position</b>	1. Hillary Kemboi 2. Herma Maiyo
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with the trainer marking the scripts and enter the marks in the departmental broad	One week	TRAINER


	sheet and records of work form.		
2.	The trainer shall key in the data into the colemis which shall grade and generate analysis sheets before the departmental academic board.	One day	TRAINER
3.	The respective HOD shall convene departmental academic board to analyze the results.	One day	HOD
4.	The academic HODS shall present the results and recommendation to the academic board for deliberation, recommendation and approval.	One day	HOD
5.	This procedure shall be dimmed complete upon the examination results of the trainees being posted on the college website by the MIS.	One day	DEPARTMENTAL EO/MIS

#### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

#### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>REGISTRATION FOR EXTERNAL EXAMINATIONS</b>
<b>Brief Description</b> Document Purpose/Service	<b>The purpose of this procedure is to ensure effective and timely registration of trainees for external examinations.</b>
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Registrar/Examination Officer</b>
<b>Process Writer (s);</b> Name and Position	1. Hillary Kemboi 2. Herma Maiyo
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start with the principal receiving circulars from the relevant examining bodies	One week	PRINCIPAL
2.	Upon receipt, the principal shall forward the same to the EO who shall set the dateline for submission of requirements by the students	One day	PRINCIPAL/EO
3.	The EO shall inform all academic HODS and students on the deadline of submission of the requirements.	One day	EO
4.	Upon receipt of all the requirements, the respective departmental EO shall forward them to the EO who shall	One WEEK	EO


	update the external examination body data base by keying in the students particulars.		
5.	In the event that the EO establishes an anomaly, he shall make recommendation to the departmental EO who shall take appropriate action.	One week	DEPARTMENTAL EO
6.	The principal shall receive a print out of the registered candidates, endorse and ensure that the final list of registered candidates is submitted to the examining body (ies) and the procedure shall be deemed complete.	ONE DAY	PRINCIPAL

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>PROCESS DOCUMENTATION</b>	
<b>Service Name</b>	<b>SUBMISSION OF COURSE WORK ASSESSMENT MARKS</b>
<b>Brief Description</b> Document Purpose/Service	This will guide submission of course work assessment marks
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>

<b>Process Owner:</b> Name and Position	<b>Examinations Officer</b>
<b>Process Writer (s);</b> Name and Position	1. Hillary Kemboi 2. Herma Maiyo
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This process shall begin with the Examinations Officer communicating to the HOD on the dates as shown in the registrar's calendar of events.	First week of opening	Examinations Officer
2.	Upon receipt of the communication the HOD shall inform the Departmental Examinations Officer who will compile the marks per course/registered candidates	As per KNEC circular	HOD
3.	The departmental EO shall submit the compiled marks to the HOD for approval and onward submission to the Examinations Officer.	As per KNEC circular	HOD
4.	The Examinations Officer shall key in the approved coursework marks into the KNEC portal.		
5.	This procedure shall be deemed complete when the Course work marks have been keyed in the KNEC portal and the same printed and filed.	As per KNEC circular	Examination officer


### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				



## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>PROCESS DOCUMENTATION</b>	
<b>Service Name</b>	<b>EDUCATIONAL TRIPS</b>
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to ensure effective, efficient and timely conduct of educational trips
<b>Document Control:</b> Change Record/ Version Number	
<b>Process Owner:</b> Name and Position	<b>DP/ACADEMICS/ HOD'S</b>
<b>Process Writer (s); Name and Position</b>	1. Eunice Kerich 2. All academic HODs
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE


Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall start from the concerned Subject trainer requesting the HOD on student's academics trip to a specified organization of interest.	1 week	Subject trainer

2.	In consultation with the subject trainers, the HOD shall prepare academic trip proposals considering the following but not limited to: a) Requirements of the course syllabus b) Required specialized skills c) Linkage of theory to practice d) Departmental budget e) Number of students f) Distance of identified area g) Suggested date(s)	1 day	HOD Subject trainer
3.	The HOD shall submit the academic trip proposals to the DP/academics and forward the communication of the request to the identified organization	1 day	HOD
4.	Upon receipt of the of the reply from the organization, the HOD shall prepare the budget for the trip and forward it to the Principal for approval	1 day	HOD
5.	Upon approval, the respective HOD in liaison with the course tutor shall: a) Prepare a list of trainees and trainers proceeding for the trip and a copy of the same forwarded to the Principal. b) Identify the trainer in charge of the Trip		HOD Course tutor
6.	On the scheduled day of the trip, the trainer in charge shall take a roll call of the trainees proceeding for the trip as per the list and hand in a copy of the same to the DP/academics and security officer in charge.	1 day	Course tutor
7.	The trainers in charge shall ensure the provision of the college, Organization's and government rules and regulations are adhered to.	As per the organization's invite	Course tutor
8.	The procedure shall be deemed complete upon the trainer in charge submitting a report on the trip to the DP/academics.	1 week after arrival	Course tutor

#### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
<i>There are no exceptions to this procedure</i>				


#### PROCESS MAP/ VISUALIZATION

MDA			
Institution/organization name		Baringo Technical College	
Affiliation; Ministry/department/ County/Parent Company:		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
Economic sector Alignment:			
Big 4 Alignment			
Accounting officer:		Principal	
Period: FY		2021/2022	
STEPS/FLOW/SEQUENCE			
Service Name		Trainees attachment procedure	
brief description Document purpose/service		This process begins with ILO officer requesting for list of trainees proceeding for industrial attachment from the respective HODs through the ILO committee three to five months before attachment period. The process ends with submission of dully filled assessors/ supervisors forms, assessment marks and surrender of imprest documents by assessors.	
Document Control: change record/version no		Version 1	
Process Owner: name and position		ILO officer	
Process Writer(S) name and position		1. DP Academics 2. ILO Officer	
Process reviewer(s)		1. 2.	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/No. of Days	Actor
	Describe the Process Boundaries; what triggers start, inputs, outputs and end		Describe who is involved
1.	This process begins with ILO officer requesting for list of trainees proceeding for industrial attachment from the respective HODs through the ILO committee	3-5 months before attachment period.	HODs/ ILO committee
2.	ILO officer receives list of trainees proceeding for attachment after KNEC/ KASNEB exams	0	HODs/ ILO committee
3.	ILO committee issues request letters	0	ILO committee

	to the trainees to enable them to apply for placement in the industry			
4.	ILO committee organizes for departmental orientation prior to proceeding for attachment	a month to KNEC/KASNEB exams	ILO committee	
5.	ILO committee issue attachment tools to the trainees proceeding for 3 months attachment	a month to KNEC/KASNEB exams	ILO committee	
6.	Trainees communicates to the ILO officer upon successful placement in the industry	Within 14 days after placement	ILO officer/ supervisor/ trainees	
7.	The ILO committee analyses and groups the industries into regions for easy assessment planning	0	ILO committee	
8.	ILO officer in consultation with the HODs appoints assessors to assess trainees on attachment and seek for future attachment vacancies	one month after placement of trainees	ILO officer/HODs	
9.	ILO officer prepares assessment budget and discusses with the principal for approval and facilitation	one month after placement of trainees	Principal/Finance officer/ ILO committee	
10.	The process ends with submission of dully filled assessors/ supervisors forms, assessment marks, and surrender of imprest documents by assessors and logbooks and attachment report by trainees.	end of attachment period	ILO committee/ assessors	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
	1.			
	2.			

Process Maps/Visuals


## Tracer survey procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>TRACER SURVEY</b>
<b>Brief Description</b> Document Purpose/Service	<b>This is aimed at serving the college with the detailed information of our trainees whereabouts after training and their acceptance as well as relevance in the job market.</b>
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>OCS COORDINATOR</b>
<b>Process Writer (s); Name and Position</b>	1 JOHN ODHIAMBO OGARA
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## PROCESS DOCUMENTATION

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
1.	This procedure shall begin with the collection of alumni data from the registrar's office.	One week after the final results are out (Last module)	OCS Coordinator
2.	Upon collection of alumni data, the	One day after	OCS Committee members

## Welfare procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	<b>ALL</b>
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>PROCESS DOCUMENTATION</b>	
<b>Service Name</b>	<b>WELFARE</b>
<b>Brief Description</b> Document Purpose/Service	This procedure aims at taking care of the trainers' psychosocial and economic needs in case of celebrations, health issues and bereavement
<b>Document Control:</b> Change Record/ Version Number	<b>Version 1</b>
<b>Process Owner:</b> Name and Position	<b>Deputy Principal (Administration)</b> <b>Welfare committee</b>
<b>Process Writer (s); Name and Position</b>	1. Mercy Cheburet 2. Margaret Chelal 3. Kiptoo Kiptum 4.
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOW/SEQUENCE


Step	Event/Activity/Action	Time/ No. Of Days	Actor
	<i>Describe the Process Boundaries; what triggers start, inputs, outputs and end</i>		<i>Describe who is involved</i>
18.	This process shall begin with the concerned trainer(s) reporting the matter to the welfare committee or upon getting information about the matter from a reliable source	Continuous	Trainer Welfare committee
19.	The welfare committee meets and ascertains the received information	Immediately	Welfare committee

	affecting a member and the need for support		
20.	The welfare committee communicates the matter to the management who will in turn write a memo to pass the information to the members	Immediately	DP Administration Welfare committee
21.	The welfare committee makes arrangement to support the member as guided by the BTC Trainers' Welfare constitution	Immediately	Welfare committee
22.	The process is deemed completed upon the member being supported as appropriate		Welfare committee

### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor

## PC procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education, Science and Technology/ State Department of Vocational and Technical Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC PERFORMANCE CONTRATING PROCESS</b>
<b>Brief Description</b> Document Purpose/Service	This process aims and ensuring efficient, identification of Performance indicators, negotiation, vetting, review, signing, implementation and evaluation of the performance contract.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Academics Eunice Kerich
<b>Process Writer (s);</b> Name and Position	1.Ruth Sirma - P.C. Coordinator
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## STEPS/FLOWS/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	The process shall begin with the receipt of the PC guidelines from the Ministry of Public Service and Gender, Public Service Performance Management And Monitoring Unit.	0 Days	P.C Coordinator
2.	Appointment of PC committee by the principal		Principal
3.	Committee meeting (stake holders)-identify PT		
4.	The PC Committee shall Identify performance	Two weeks after	B.O.G

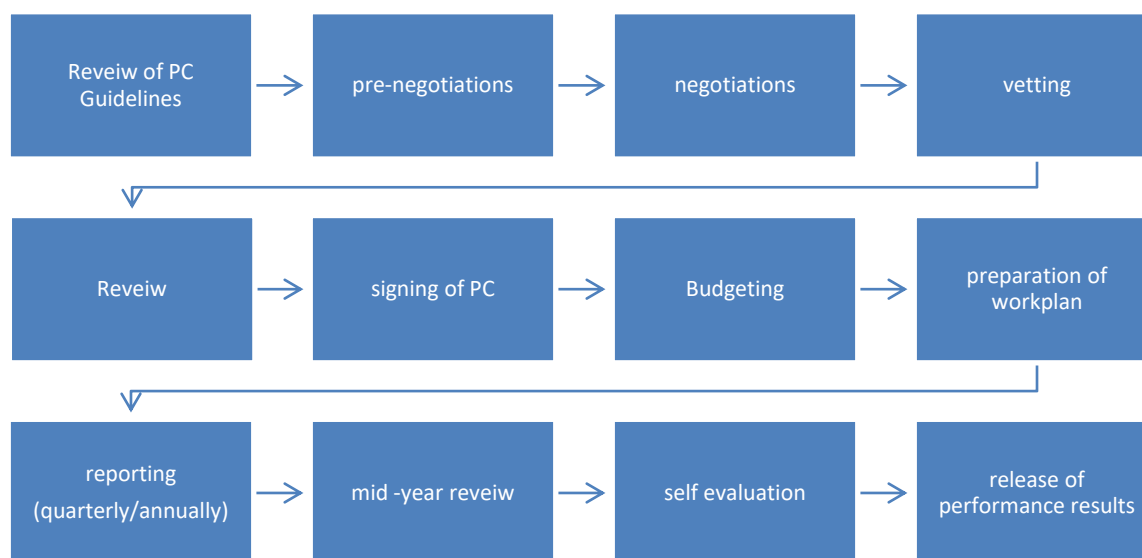


	Targets using the PC guidelines	receipt of guidelines	Management PC Committee
5.	The PC coordinator shall organize Pre-negotiation consultation meetings with all stake holders to review performance targets for the financial year	Two weeks after receipt of guidelines	B.O.G Management PC Committee
6.	The PC Co-coordinator shall review the PC budget together with the sub-committee chairpersons based on the agreed targets and present to the Principal for approval as per relevant procedure number in the budgeting procedure.	One week after identification of Performance Targets.	Principal Finance officer PC Coordinator Committee chairpersons
7.	All the committee chair persons shall prepare individual work plans.	One week after identification of Performance Targets.	PC Coordinator Committee chairpersons
8.	The PC Coordinator shall capture the agreed performance targets on the GPCIS in preparation for negotiations	One week after pre-negotiation	PC Coordinator
9.	The Board chair shall spearhead the negotiations of the identified performance contract targets with representatives from the Ministry of Education.	Based on MOE schedule	M.O.E B.O.G Management PC Committee
10.	The Board chair shall spearhead the vetting of the performance contract targets with representatives from the Ministry of Education	Based on MOE schedule	M.O.E B.O.G Management PC Committee
11.	The PC Coordinator shall review (quality assurance) the Performance contract with representatives from Public Service Management and Monitoring Unit.	Based on PSPMMU schedule	P.S.P.M.M.U PC Coordinator
12.	The performance contract shall be signed by the Board chairperson and the independent member of the Board with Cabinet Secretary (Education).	Based on PSPMMU schedule	
13.	Upon signing of the performance contract, the Implementation process shall begin.	Immediately after vetting	B.O.G Management PC Committee HODs/HOSs
14.	The PC Coordinator shall convene a quarterly and Mid-year performance Review meeting to monitor the Implementation of the performance contract and present reports to the principal for approval.	10 <sup>th</sup> day after the end of quarter	B.O.G Management PC Committee HODs/HOSs
15.	In the event of an anomaly the principal shall advise the PC Coordinator accordingly.		Principal PC Coordinator
16.	The principal shall forward the reports to the BOG for deliberation and recommendation.		Principal
17.	The PC Coordinator shall submit quarterly performance reports online through the GPCIS and other reports to agencies.	15 days after end of Quarter/ Annually	PC Coordinator

18.	At the end of the financial year the PC coordinator Shall generate a Self –Evaluation report from GPCIS and submit a self-evaluation report to PSPMMU through the GPCIS	15 days after end of FY	Management PC Committee HODs/HOSs
19.	The PC Committee shall participate in the moderation of the evaluation results with representatives from PSPMMU to get a final score.	Based on PSPMMU schedule	PPSMMU
20.	The process shall be deemed complete upon the release of evaluation performance results by the cabinet secretary (Pubic service and Gender) and receipt of the same by the PC Coordinator who shall convene a PC committee meeting to share the results.	Based on PSPMMU schedule	PPSMMU PC Coordinator

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots



## National cohesion procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	Principal
<b>Period: FY</b>	
<b>Service Name</b>	<b>NATIONAL COHESION AND PRINCIPLES OF GOVERNANCE</b>
<b>Brief Description</b> Document Purpose/Service	<b>This process aims at bringing in the peaceful co-existence between the BTC and its environment.</b>
<b>Document Control:</b> Change Record/ Version Number	<b>V 1</b>
<b>Process Owner:</b> Name and Position	Josphat Kipkemboi- Chief Principal
<b>Process Writer (s); Name and Position</b>	1.Mercy Cheburet- Chairperson
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

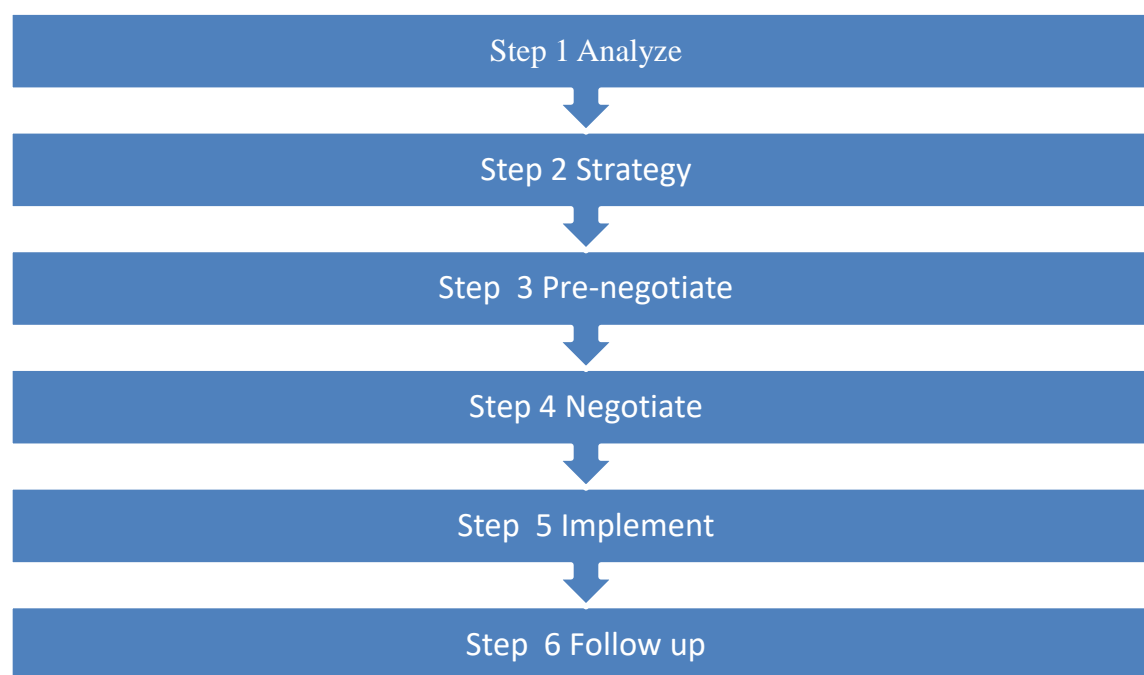
## PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This process will begin with National Cohesion committee formation.	1 week	Chairperson
2.	This committee shall perform the following activities; ➤ Budget formulation ➤ Workplan preparation	2 days 1 week	Committee
3.	Environmental Conservation Process a) Identify areas that needs	2 weeks	Committee


	environmental conservation b) Request for administration approval c) Budget formulation for the activity d) Mobilize the resources e) Conduct f) Report		
4	Conflict Resolution process a) Identify the problem b) understanding the problem c) Generate possible solutions d) Decide the best solution e) Plan of implementation of the solution f) Plan evaluation of the solution	3 days	Administration/County Security

## PROCESS MAP/ VISUALIZATION

Conflict Resolution process flowcharts



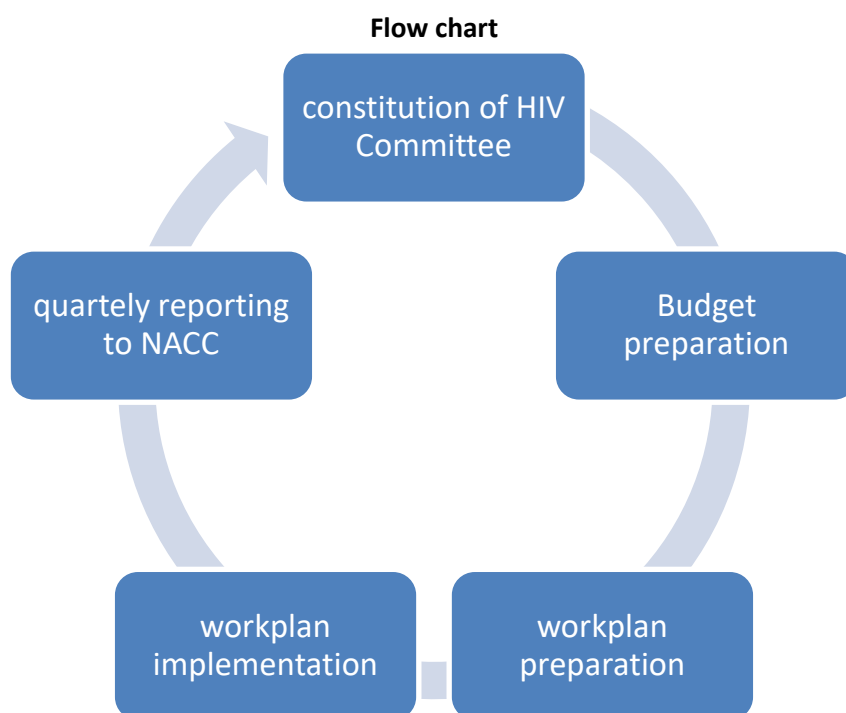
## HIV/AIDS procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	
<b>Service Name</b>	BTC/HIV & AIDS PREVENTION PROCEDURE
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to prevent the infections of HIV&AIDS and prevent stigmatization of the affected.
<b>Document Control:</b> Change Record/ Version Number	<b>V1</b>
<b>Process Owner:</b> Name and Position	1.Rufus Muriuki - Dean 2. Patricia Kipsang - D/Dean
<b>Process Writer (s);</b> Name and Position	1.Rufus Muriuki – Dean 2.Patricia Kipsang -D/Dean
<b>Process Reviewer (s)</b> Name and Position	


## PROCESS DOCUMENTATION

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	The process shall begin with the constitution of a HIV Mainstreaming committee by the Principal	1 day	Principal
2.	The committee shall prepare a budget an annual budget	1 day	HIV Committee
3.	The committee shall prepare a work plan	1 day	HIV Committee
4.	The committee shall facilitate the implementation work plan activities/programs: <ul style="list-style-type: none"> <li>Awareness</li> <li>Counseling</li> <li>Testing</li> </ul>	continuous	HIV Committee

	<ul style="list-style-type: none"> <li>Condom distribution</li> </ul>		
5	The process shall be deemed complete upon submission of quarterly progress reports to NACC.	Quarterly	Dean of trainees



## Disability mainstreaming procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	
<b>Service Name</b>	<b>BTC Disability mainstreaming</b>
<b>Brief Description</b> Document Purpose/Service	The main aim of process is to reduce social exclusion and to achieve integration of PLWDs at BTC
<b>Document Control:</b> Change Record/ Version Number	<b>V1</b>
<b>Process Owner:</b> Name and Position	Rufus Muriuki- Dean of students
<b>Process Writer (s); Name and Position</b>	1.Barno Naomi (Disability chairperson)
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

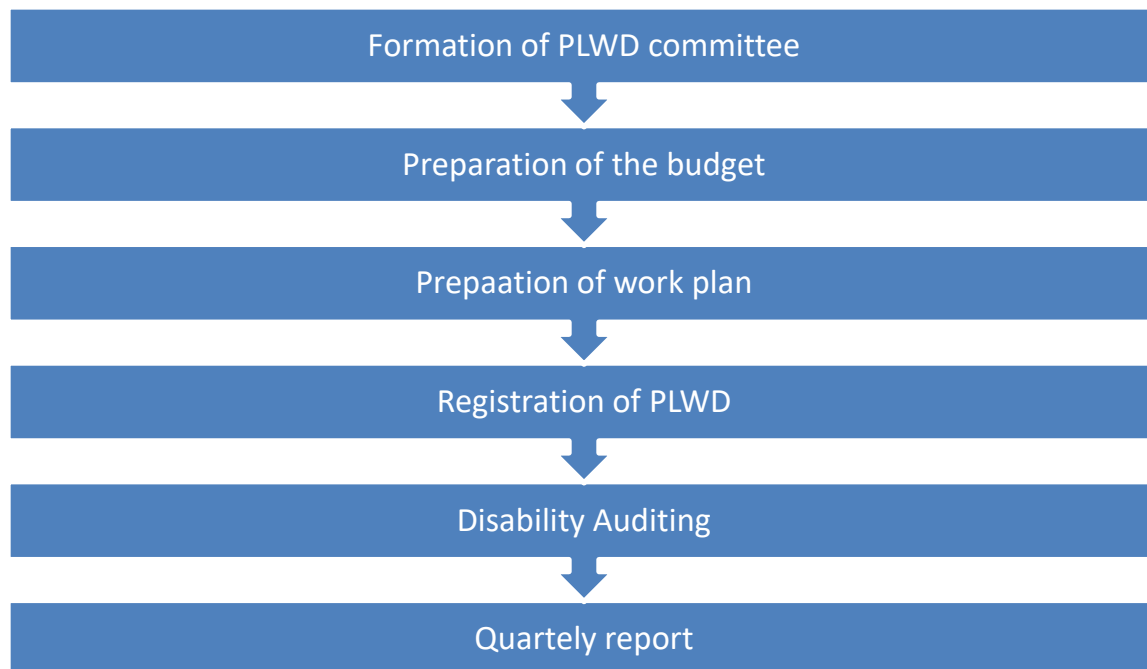
## PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This process will begin with the formation of Disability mainstreaming committee	At the beginning of the financial year	Principal
2.	The committee shall perform the following activities: <ul style="list-style-type: none"> <li>Preparation of budget</li> <li>Preparation of work plan</li> <li>Registration of PWDs</li> </ul>	At the beginning of the financial year	Finance officer NCPWD Disability mainstreaming committee
3	The registration process for PWDs shall be done once	2weeks after	NCPWD

	an assessment of the trainee/staff has been done according to the guidelines by NCPWD and a registration card issued.	admission	Disability mainstreaming committee
4	A Disability audit shall be performed by NCPWD within BTC and shall entail checking on the accessibility and usability of different areas.	Second quarter of the Financial year	NCPWD Disability mainstreaming committee
5	The disability mainstreaming committee shall discuss the disability mainstreaming report and make recommendations	Second quarter of the Financial year	Disability mainstreaming committee
6	The disability audit report and the committee recommendations shall be submitted to the Principal for recommendation and further action	Second quarter of the Financial year	Principal
7	The process shall be deemed complete on submission of disability quarterly performance reports to NCPWDs.	15 days after the end of quarter	Chairperson Committee


## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots





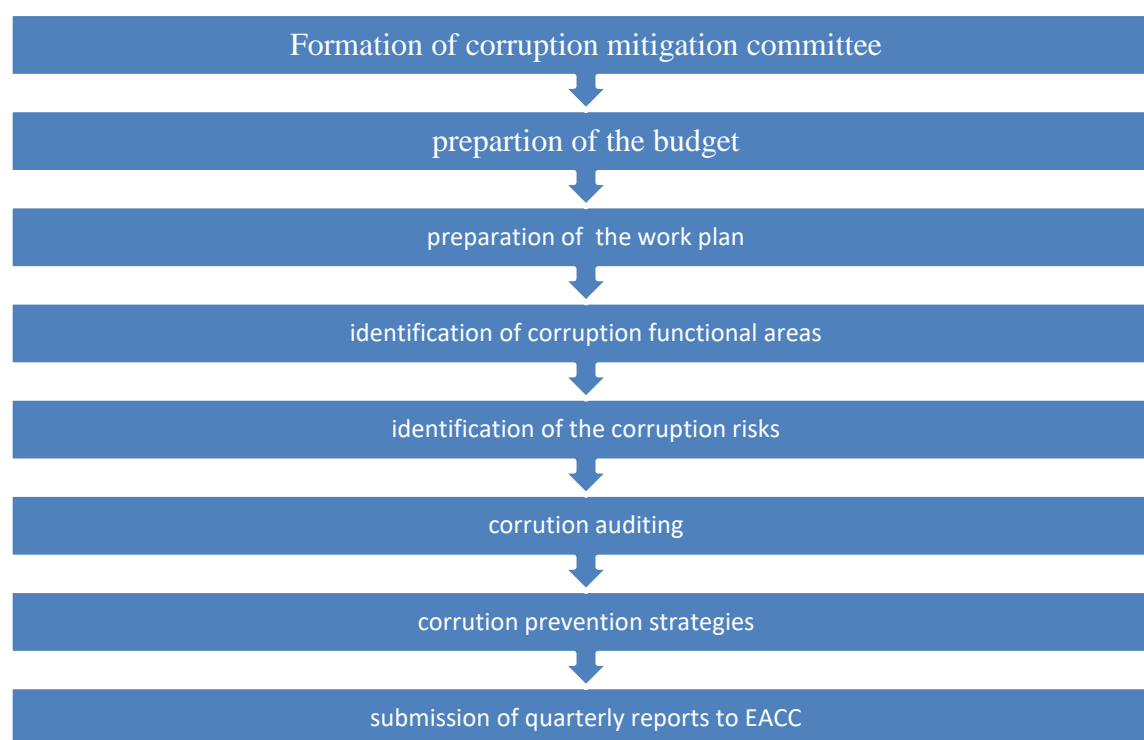
## Corruption prevention procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	
<b>Process Documentation</b>	
<b>Service Name</b>	<b>BTC/ CORRUPTION PRENTION</b>
<b>Brief Description</b> Document Purpose/Service	The process aims at mitigating corruption in all departments of BTC
<b>Document Control:</b> Change Record/ Version Number	VI
<b>Process Owner:</b> Name and Position	1.Nixon Tenai – Chairperson
<b>Process Writer (s);</b> Name and Position	1. Nixon Tenai – Chairperson
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.


STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	There is formation of corruption mitigation committee	2 Days	Chief principal
2.	Upon formation of committee, quarterly budget is prepared	2 days	Chairperson/FO
3.	Quarterly work plan is prepared	1 day	Corruption mitigation Committee
4	Corruption functional areas Identified	1 day	Corruption mitigation Committee

5	Corruption risk are identified	2 days	Corruption mitigation committee
6	Corruption auditing is done	2 days	Internal Auditor
7	Corruption prevention strategies are Identified and the responsible persons from the identified functional areas	2 days	Identifying
8	Quarterly reports prepared and submitted to EACC	2days	Chairperson

## PROCESS MAP




Alcohol and drug abuse prevention procedure

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	
<b>Period: FY</b>	
<b>Process Documentation</b>	
<b>Service Name</b>	<b>BTC/ ALCOHOL AND DRUG ABUSE</b>
<b>Brief Description</b> Document Purpose/Service	This process aims at providing a drug and alcohol-free working and training environment
<b>Document Control:</b> Change Record/ Version Number	VI
<b>Process Owner:</b> Name and Position	ADA – Chairperson
<b>Process Writer (s); Name and Position</b>	1. Patricia Kipsang - Chairperson
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This process shall begin with ADA committee formation	1 week	Principal
2.	The ADA committee will perform the following activities: <ul style="list-style-type: none"> <li>• Formulation of Budget</li> <li>• Preparation of work plan</li> <li>- Undertake baseline survey on alcohol and drug abuse</li> <li>- Implementation of ADA work place prevention policy</li> <li>- Establishment of support</li> </ul>	3 days  Continuous  Continuous  Continuous	ADA committee

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	
<b>Process Documentation</b>	
<b>Service Name</b>	<b>BTC/ ALCOHOL AND DRUG ABUSE</b>
<b>Brief Description</b> Document Purpose/Service	This process aims at providing a drug and alcohol-free working and training environment
<b>Document Control:</b> Change Record/ Version Number	VI
<b>Process Owner:</b> Name and Position	ADA – Chairperson
<b>Process Writer (s); Name and Position</b>	1. Patricia Kipsang - Chairperson
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

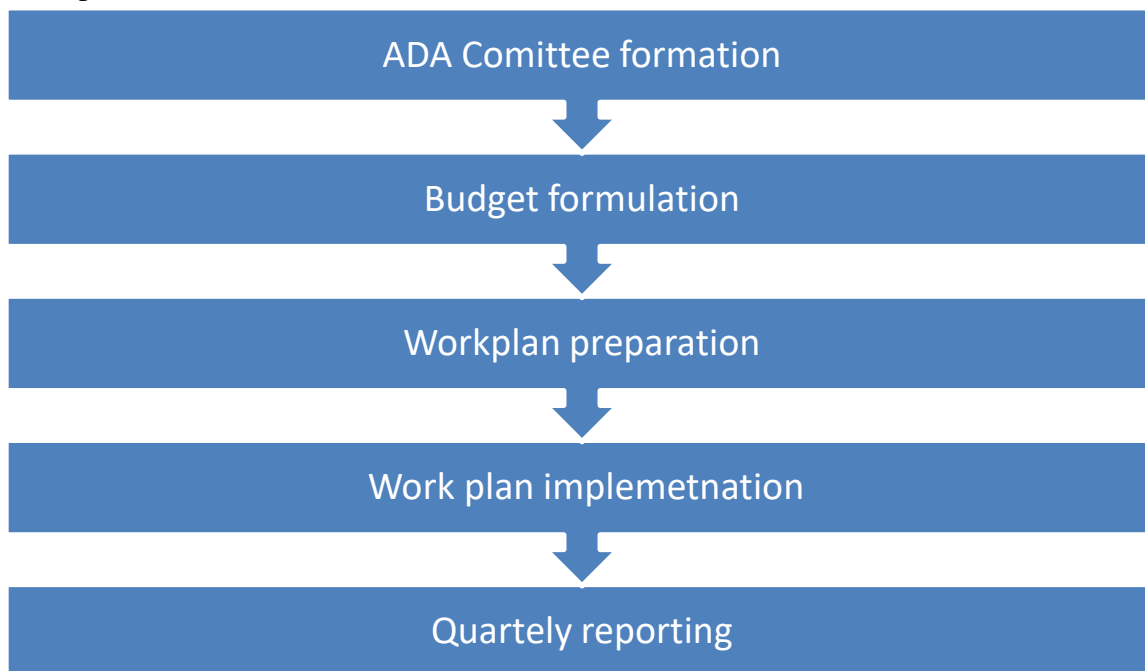
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This process shall begin with ADA committee formation	1 week	Principal
2.	The ADA committee will perform the	3 days	ADA committee

	<p>following activities:</p> <ul style="list-style-type: none"> <li>• Formulation of Budget</li> <li>• Preparation of work plan</li> <li>- Undertake baseline survey on alcohol and drug abuse</li> <li>- Implementation of ADA work place prevention policy</li> <li>- Establishment of support mechanisms of employees with substance use disorders</li> <li>- Train staff, student leaders and peer educators from ADA</li> </ul>	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p>	
3.	<p>Counseling procedures</p> <ul style="list-style-type: none"> <li>- SUD's cases are referred by HODs and ADA committee to G&amp;C</li> <li>- Booking of counselee and assigning of a counselor</li> <li>- Counseling process begins</li> <li>- Progress monitored by constant counselee visit at least two times a week</li> <li>- Counseling terminated and recorded for reference if satisfied</li> <li>- Uncorporating counselee and unsuccessful counseling is referred for rehabilitation</li> </ul>	<p>Continuous</p> <p>1 day</p> <p>Continuous</p> <p>Continuous</p>	G&C
4.	<p>Treatment and rehabilitation</p> <ul style="list-style-type: none"> <li>- Self-reported cases and identified SUD cases by HODs are presented for assessment</li> <li>- Identified trainee to fill deferment letter and submit to registrar</li> <li>- PSC staff to seek and fill the sick leave form as per PSC terms and conditions and submit to deputy principal academics</li> <li>- BTC staff to fill sick leave form as per the BTC HR policy and submit to the HR</li> <li>- Rehabilitation process begins in a rehab facility</li> </ul>		<p>ADA Committee and G&amp;C</p> <p>Registrar</p> <p>D/P academics</p> <p>HR</p>

	<ul style="list-style-type: none"> <li>- Return of the person and reporting back e.g BOM – HR PSC – Principal Trainee DOS</li> <li>-</li> </ul>		
5	'the process shall be deemed complete upon submission of quarterly progress report to NACADA	Quarterly	ADA – Chairperson

## PROCESS MAP/ VISUALIZATION

ADA process flow chart



## Transport procedures

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC PROCEDURE FOR ACQUISITION OF NEW VEHICLE</b>
<b>Brief Description</b> Document Purpose/Service	This process aims to mainstream the process of acquisition of college vehicles
<b>Document Control:</b> Change Record/ Version Number	<b>V 1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Administration Robert Chesire
<b>Process Writer (s); Name and Position</b>	1.Benson Lemiso –Road Safety Mainstreaming
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## PROCESS DOCUMENTATION

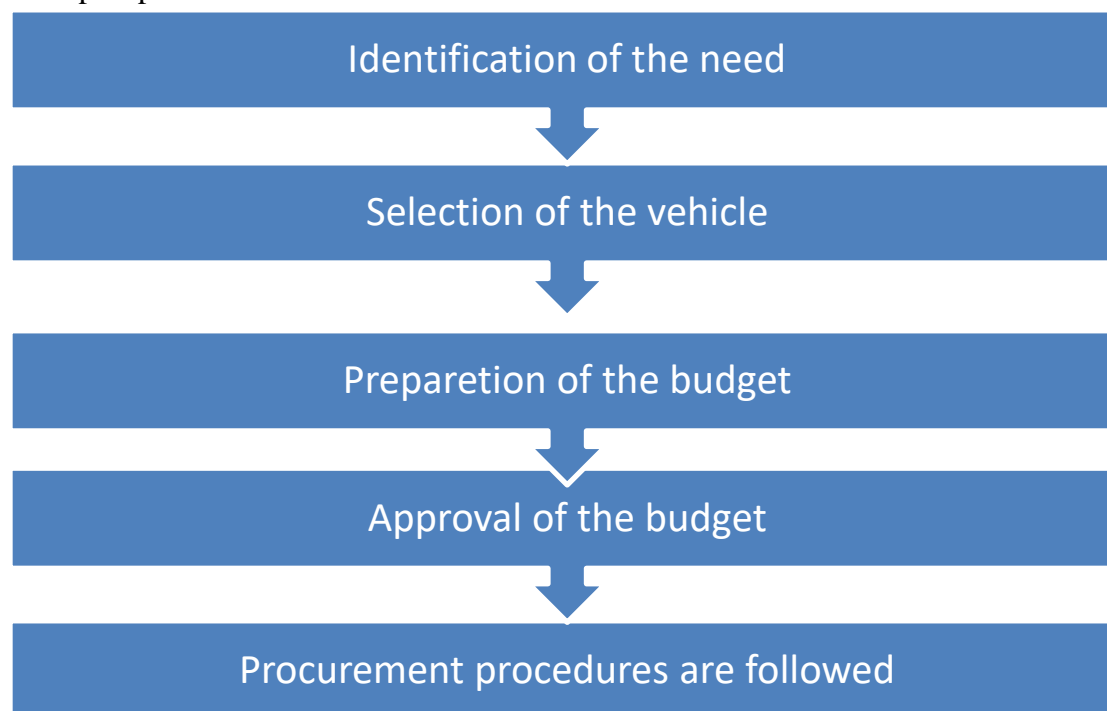
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	The process shall begin with the user department identifying the need for a vehicle. Transport officer in liaison with the user department shall determine the specifications of the vehicle to be procured.	When need arises	Transport officer and HOD
2.	Selection of the vehicle shall be based on the functional suitability of the user, compliance with technical specifications and ultimately the cost effectiveness	2days	Deputy Principal Administration




	considerations.		
3.	Transport officer shall project procurement requirements and prepare appropriate budget for acquisition of required vehicle according to the relevant budget procedure.	1 days	Transport officer
4.	The prepared budget shall be presented to the Principal for recommendations.	1 day	Principal
5	Purchase of the college vehicle shall be restricted to brand new motor vehicle as per Government regulations and relevant procurement procedure and the process shall be deemed complete.	0 days	Procurement officer and Deputy Principal Administration

## PROCESS MAP/ VISUALIZATIONS

Transport process for internal use flowcharts



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC VEHICLE FUELING PROCEDURES</b>
<b>Brief Description</b> Document Purpose/Service	This process aims to provide the guidelines on how to fuel college vehicles.
<b>Document Control:</b> Change Record/ Version Number	<b>V 1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Administration Robert Chesire
<b>Process Writer (s);</b> Name and Position	1.Benson Lemiso –Road Safety Mainstreaming
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

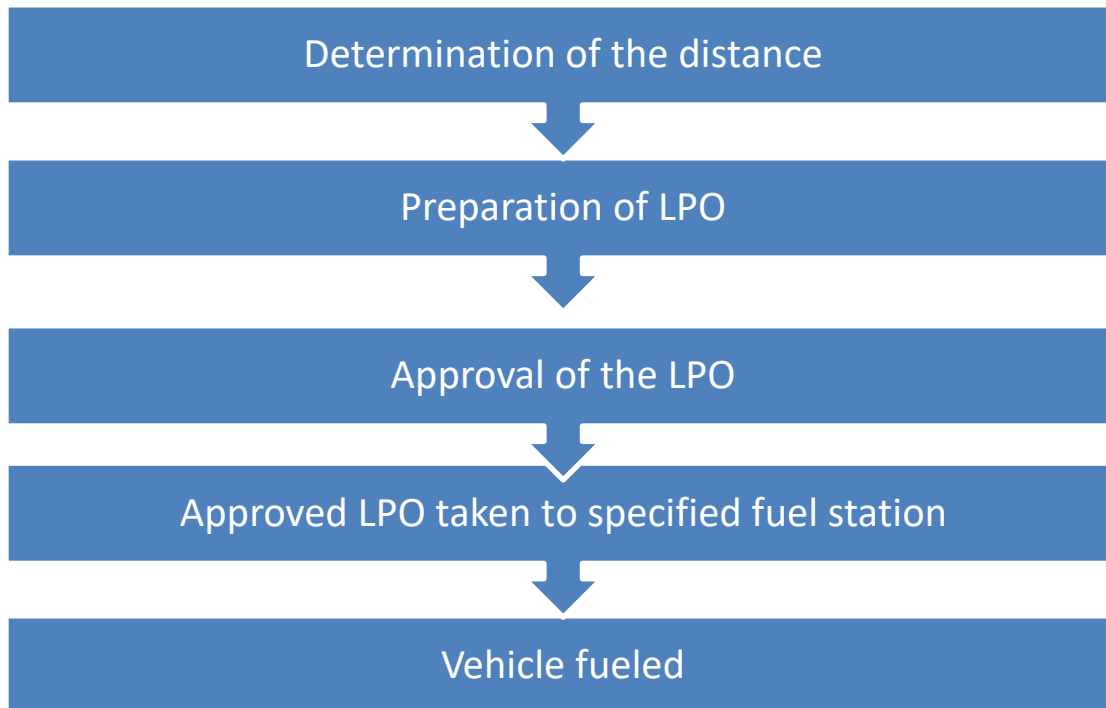
## PROCESS DOCUMENTATION


Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This process shall begin with the identification of the journey destination and mileage calculation by the Transport Officer	One week to the journey	Transport officer
2.	The HOD/HOS will raise a memo to the Principal requesting for fuel	One week to the journey	HOD/HOS
3.	Upon approval of the memo the PO shall prepare an LPO and the relevant procurement procedure shall be followed.	One week to the journey	Procurement Officer
3.	The approved LPO shall be handed over to the	Two days to	Procurement officer

	Vehicle driver	the Journey	
4.	The Vehicle driver shall take the approved LPO to the specified fuel station for the vehicle to be fueled.	One day to the Journey	Driver
5.	The transport office shall ensure regular monitoring of fuel usage to ensure efficiency of fuel consumption by each vehicle and this procedure shall be deemed complete.	continuous	Transport officer

## PROCESS MAP/ VISUALIZATIONS

Transport process for internal use flowcharts



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	principal
<b>Period: FY</b>	2021/2022
<b>Service Name</b>	<b>BTC TRANSPORT PROCEDURE FOR INTERNAL USE</b>
<b>Brief Description</b> Document Purpose/Service	This process aims to streamline transport procedures and the use of college vehicles for internal purposes.
<b>Document Control:</b> Change Record/ Version Number	<b>V 1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Administration Robert Chesire
<b>Process Writer (s);</b> Name and Position	1.Benson Lemiso–Road Safety Mainstreaming
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

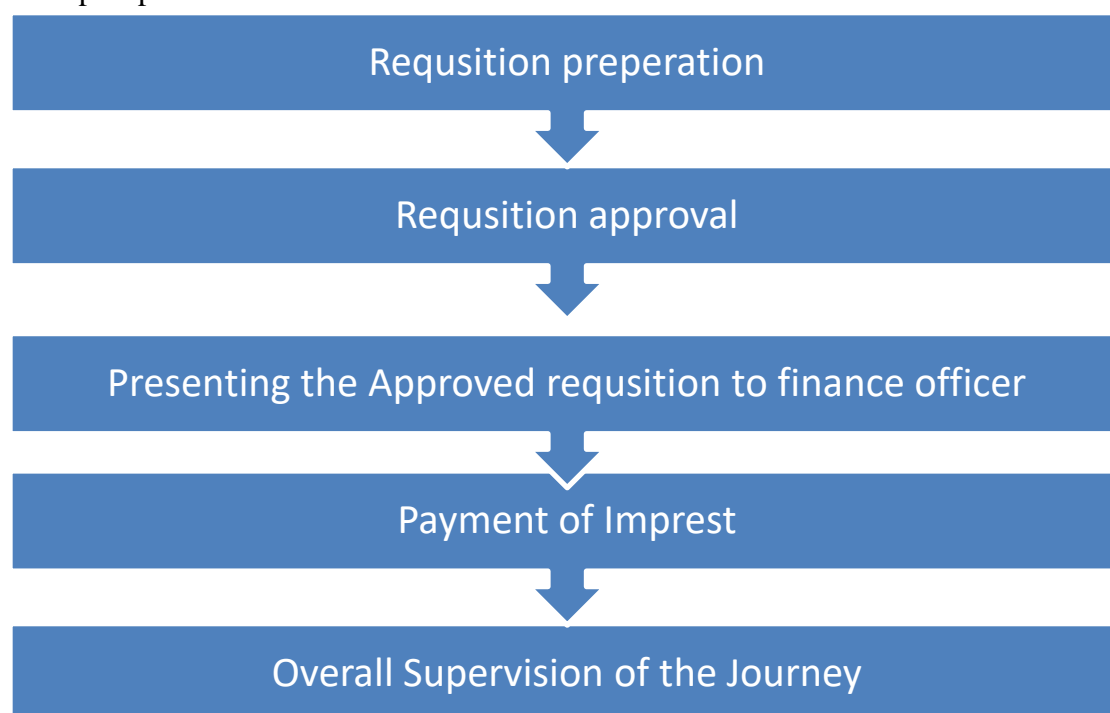
## PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	The HOD/HOS shall make a requisition for approval of the journey to Deputy Principal Administration	Two weeks to the journey	Deputy Principal Administration
2.	Upon approval, the copy of the approval shall be presented to the Transport Officer one week before the trip.	one week to the journey	HOD/HOS
3.	The transport officer shall confirm the availability of the vehicle on the specific date for travel and facilitate the filling of transport requisition form by the HOD	one week to the journey	Transport Officer
4	The finance officer shall process payment of the imprest	Two days to	Finance

	before the specific time of travel.	the journey	Officer
5	The HOD shall take overall supervisory role for the journey planning	Two days to the journey	HOD
6.	All requests for local running will be presented to the transport officer for allocation to the authorized officer for approval	Two days to the journey	HOD
7.	The process shall be deemed complete upon commencement of the journey.	On the day of the journey	HOD

## PROCESS MAP/ VISUALIZATION

Transport process for internal use flowcharts



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	principal
<b>Period: FY</b>	2021/2022
<b>Service Name</b>	BTC TRANSPORT PROCEDURE FOR HIRE
<b>Brief Description</b> Document Purpose/Service	This process aims to provide the guidelines on how the college vehicles will be hired. College vehicle must be used for official college business only, however in certain exceptional cases such as emergencies or where such use is considered to be in the best interests of the college, private use of college vehicle may be authorized. Such approval is vested only in the office of Deputy Principal Administration.
<b>Document Control:</b> Change Record/ Version Number	V 1
<b>Process Owner:</b> Name and Position	Deputy Principal Administration
<b>Process Writer (s); Name and Position</b>	1.Benson Lemiso –Road Safety Mainstreaming
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

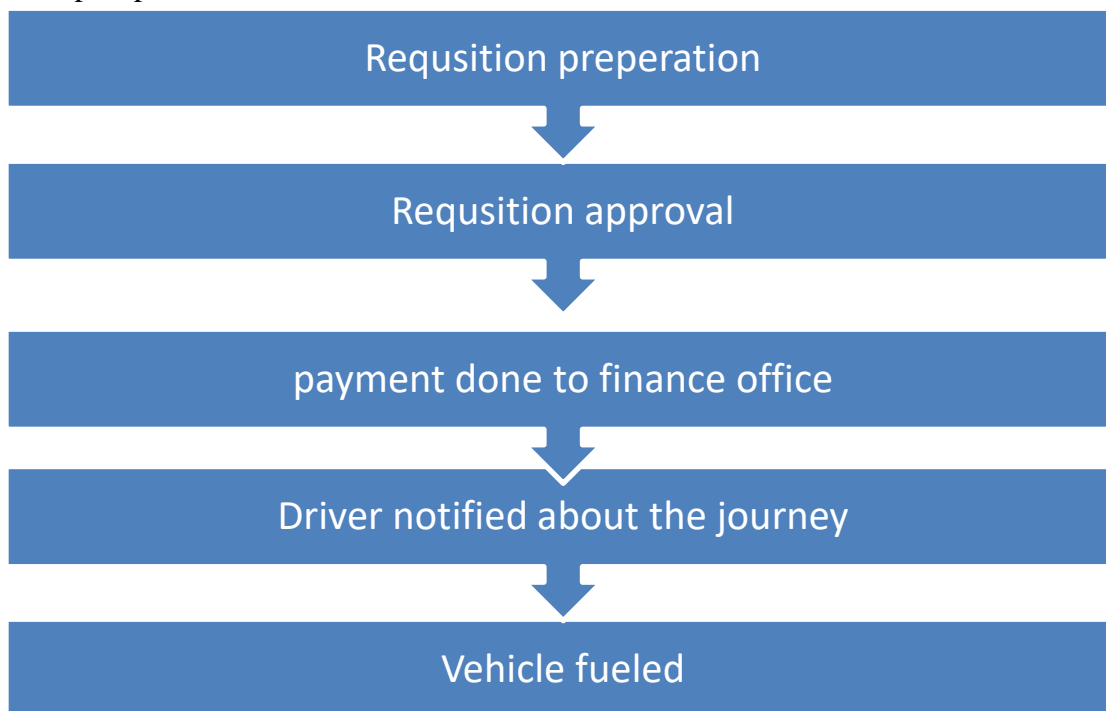
## PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	The stakeholder may only use the college vehicle when they are not engaged in college activities at the time of request.	0 day	Stakeholder

2.	The requisition has to be made to the Deputy Principal Administration and upon approval; the stakeholder will pay for the approved charges according to the prescribed charges of the institution.	1 days	Deputy Principal Administration
3.	In case of the damage to the vehicle that is attributed to the conduct or non-disclosure of the route condition by the stakeholder(s) the cost of repair shall be said by the stakeholder.	2 days	Stakeholder
4	The college vehicle shall only be driven by the college drivers.	0 days	Driver

## PROCESS MAP/ VISUALIZATIONs

Transport process for internal use flowcharts



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	principal
<b>Period: FY</b>	2021/2022
<b>Service Name</b>	BTC PROCEDURES FOR VEHICLE REPAIR AND MAINTENANCE
<b>Brief Description</b> Document Purpose/Service	This process aims to stream line the process of college vehicle repairs and maintenance. To increase lifespan, maintain efficiency of the college vehicle and following manufacturer's specifications, regular maintenance shall be carried out. Maintenance of the college vehicle may involve one or more of the following; preventive maintenance, routine maintenance, vehicle repair and refurbishment, replacement of tyres and exterior and interior cleaning.
<b>Document Control:</b> Change Record/ Version Number	V 1
<b>Process Owner:</b> Name and Position	Deputy Principal Administration
<b>Process Writer (s); Name and Position</b>	1.Benson Lemiso –Road Safety Mainstreaming
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## PROCESS DOCUMENTATION

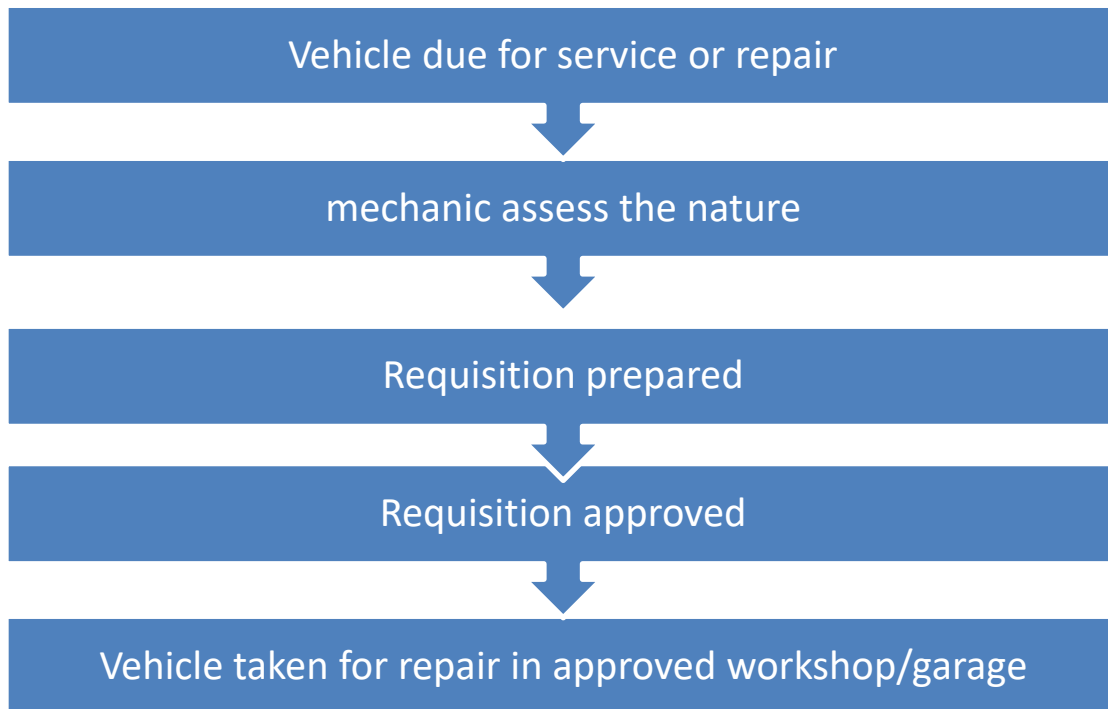
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	When a vehicle is due for service as reported by a driver	1 day	Procurement officer, Driver and Deputy Principal Administration




	or as indicated by the maintenance record, the procurement officer in liaison with Deputy Principal Administration will assign a mechanic to assess the nature of maintenance or repair required.		
2.	The requisition is prepared by the procurement officer and approved by the Deputy Principal Administration	1 day	Deputy Principal Administration and procurement officer
3.	Maintenance and repair of the college vehicles shall be carried out at approved workshop/garage.	1days	Deputy Principal Administration and procurement officer
4.	Repairs and maintenance of new vehicles and those under warranty shall be carried out by the relevant dealers.	1 days	Procurement officer
5.	The procurement officer in liaison with Transport officer shall monitor regular preventive maintenance and service work on the college vehicle	1 days	Procurement officer and Driver
6.	A maintenance record for every vehicle shall be maintained by the procurement officer	0 days	Procurement officer

## PROCESS MAP/ VISUALIZATIONs

Transport process for internal use flowcharts



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	BTC PROCEDURE FOR DISPOSAL OF COLLEGE VEHICLE
<b>Brief Description</b> Document Purpose/Service	This process aims to streamline the process of disposing college vehicle
<b>Document Control:</b> Change Record/ Version Number	<b>V 1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Administration
<b>Process Writer (s); Name and Position</b>	1.Benson Lemiso –Road Safety Mainstreaming
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

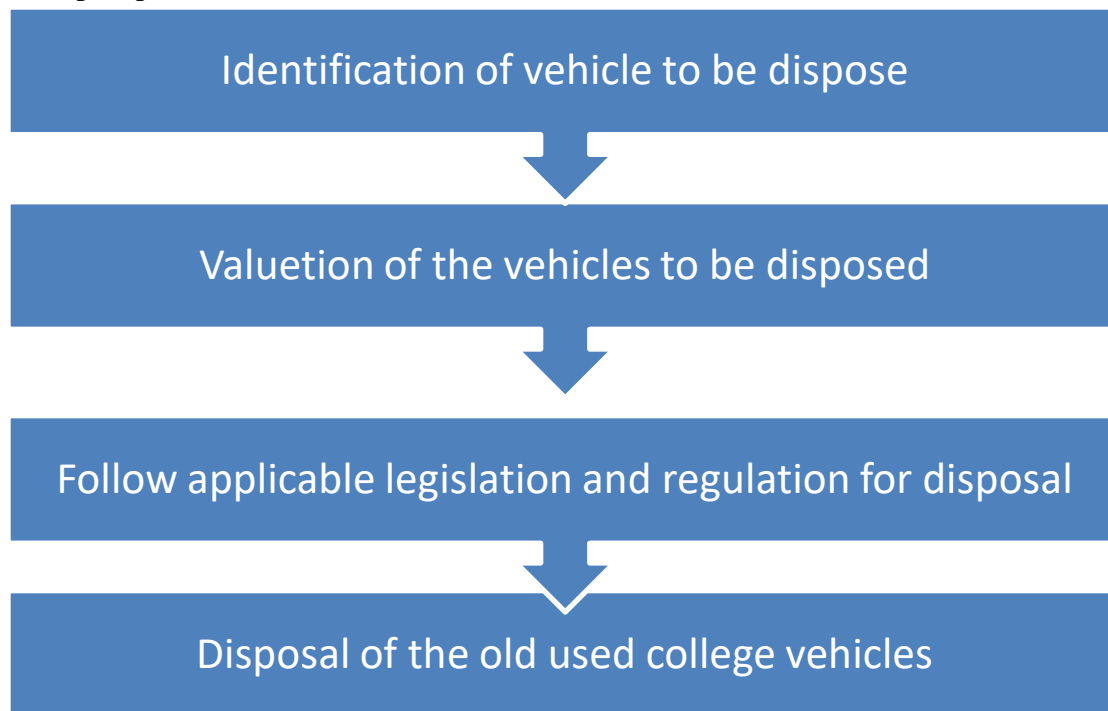
## PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	The transport officer shall in liaison with the procurement officer and Disposal committee identify motor vehicle for disposal.	1 day	Transport officer, procurement officer, Deputy Principal Administration and Disposal committee
2.	All the vehicles identified for disposal	2days	Deputy Principal Administration, Transport officer and procurement officer

	have to be valued to ascertain reserve value (KES)		
3.	Disposal of the used vehicles and other accessories shall be according to applicable legislation and regulations	1 days	Deputy Principal Administration, Transport officer and procurement officer
4	The disposal shall be as per the Public Procurement and Disposal Act 2015 and any other pre – conditions set by the college	0 days	Deputy Principal Administration, Transport officer and procurement officer

## PROCESS MAP/ VISUALIZATIONs

Transport process for internal use flowcharts



## Student welfare procedures

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	ACCOMMODATION
<b>Brief Description</b> Document Purpose/Service	This process aims at aligning accommodation processes with prompt service delivery.
<b>Document Control:</b> Change Record/ Version Number	<b>V 1</b>
<b>Process Owner:</b> Name and Position	Dean of Trainees
<b>Process Writer (s); Name and Position</b>	1.Rufus Muriuki- Dean 2.Patricia Kipsang- D/Dean
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

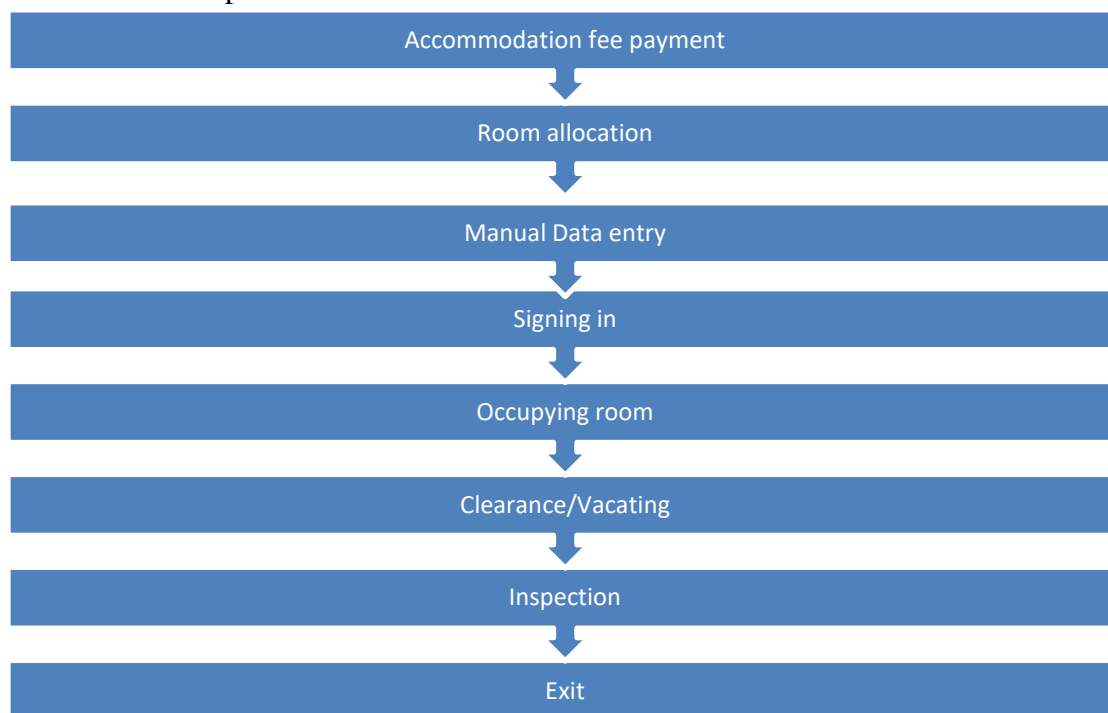
## EVENTS


Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This process will begin with the declaration of vacant rooms by the Dean of Trainees	At the beginning of term	Dean of trainees
2.	The trainees will make an application upon full payment of term tuition and accommodation fee in full.	At the beginning of term	Revenue officer Dean of trainees
3.	The MIS system is used to allocate rooms to trainees on a first-come-first-serve basis.	At the beginning of term	Dean of trainees
4.	Trainees' data is entered manually in	At the beginning of	Dean of trainees

	black book, they sign in, requirements issued and signed for.	term	
5.	Trainees occupy the assigned rooms	At the beginning of term	Dean of trainees
6.	Trainees clear and vacate from the hostel rooms	At the end of term	Dean of trainees
7.	Inspection of vacated rooms is done	At the end of term	Dean of trainees
8.	Damages and vandalism in the rooms are noted, forwarded and billed for payment by the respective occupants of the room.	At the end of term	Finance officer Dean of trainees
9.	The process is deemed complete on issue of a gate pass for exit.	At the end of term	House keeper/Security

## PROCESS MAP/ VISUALIZATIO

Accommodation process flowcharts



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	principal
<b>Period: FY</b>	2021/2022
<b>Service Name</b>	CATERING
<b>Brief Description</b> Document Purpose/Service	
<b>Document Control:</b> Change Record/ Version Number	V 1
<b>Process Owner:</b> Name and Position	Dean of Trainees
<b>Process Writer (s); Name and Position</b>	1.Rufus Muriuki- Dean 2.Patricia Kipsang- D/Dean
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## PROCESS DOCUMENTATION

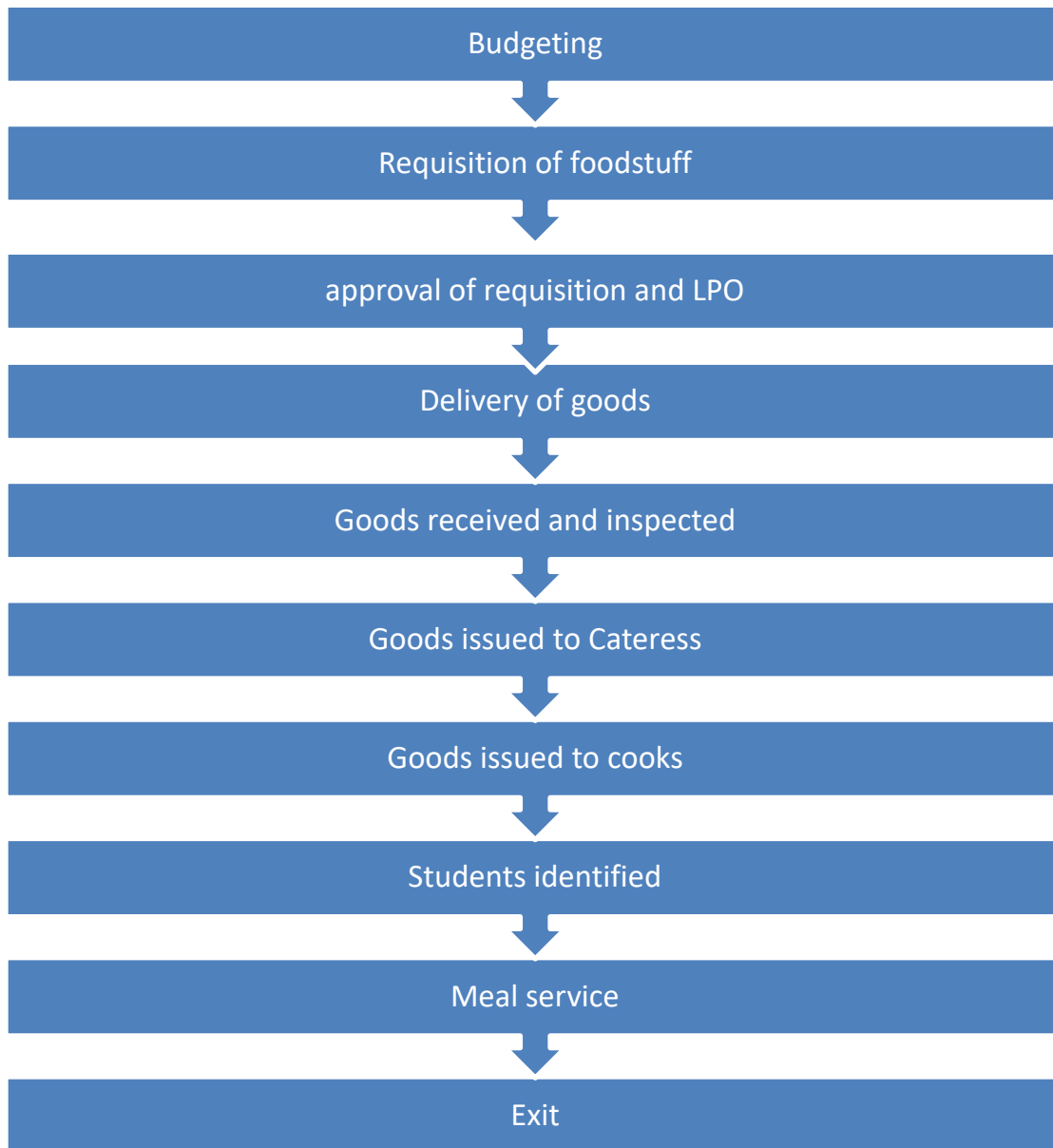
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Budget		
2.	Requisition of foodstuff for use from the supplier		
3.	Approval of requisition and LPO issued to supplier.		
4	Delivery of good according to the order on time issued to the central store		
5	Goods received and inspected by inspection committee		
6	Goods issued to cateress as per		


	daily ratio		
7	Cateress issue to cooks		
8	Meal preparation		
9	Students identified biometrically or using meal card/voucher number		
10	Meal service	As per time schedule	
11	The process shall be deemed complete when the student shall have been served the meal		

## **PROCESS MAP/ VISUALIZATION**



### Catering process flowcharts

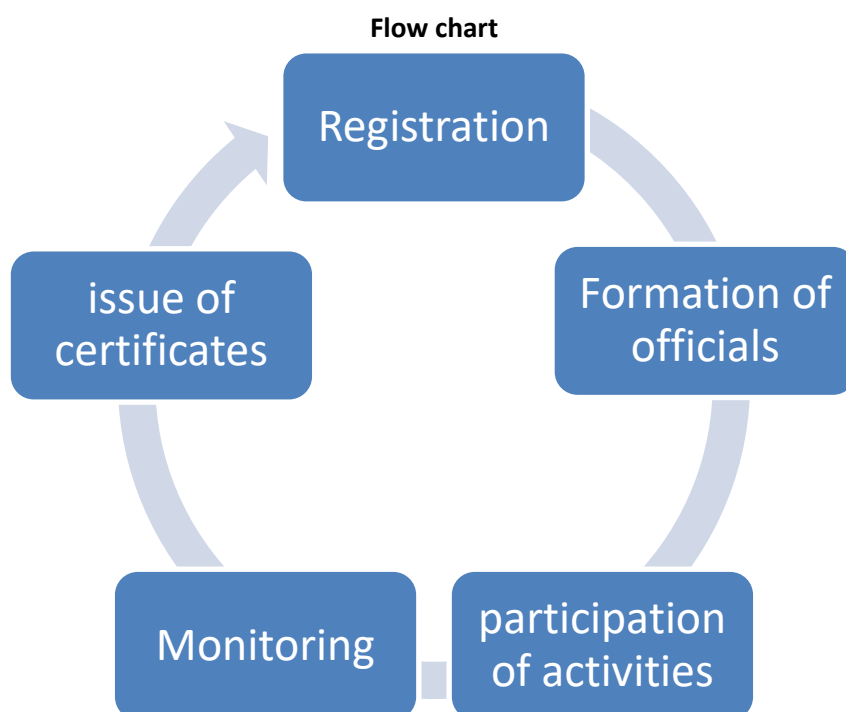



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC/CLUBS AND SOCIETIES</b>
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to provide opportunity for skills, talent development and spiritual growth
<b>Document Control:</b> Change Record/ Version Number	V1
<b>Process Owner:</b> Name and Position	1.Rufus Muriuki - Dean 2. Patricia Kipsang - D/Dean
<b>Process Writer (s);</b> Name and Position	1.Rufus Muriuki – Dean 2.Patricia Kipsang - D/Dean
<b>Process Reviewer (s)</b> Name and Position	

#### PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	The process shall begin by trainees making an application to be registered as a club on drafting a proposed constitution		
2.	The vetting of the clubs will be done by the DoT		
3.	The process shall begin with the registration clubs and societies by the Dean of Trainees and issue a registration certificate.	Continuous	Dean of Trainees
4.	Appointment of the club patron		
5.	Election of office bearers		

6.	Registration trainees	Continuous	Dean of trainees
7.	Participation of activities governed by constitution	Continuous	patrons
8.	Monitoring and evaluation by DoT	Continuous	Dean of trainees
9.	The process is deemed complete on issuing of certificates to trainees upon exit	Continuous	Deans of trainees
10			
11	Report of the termly activities		

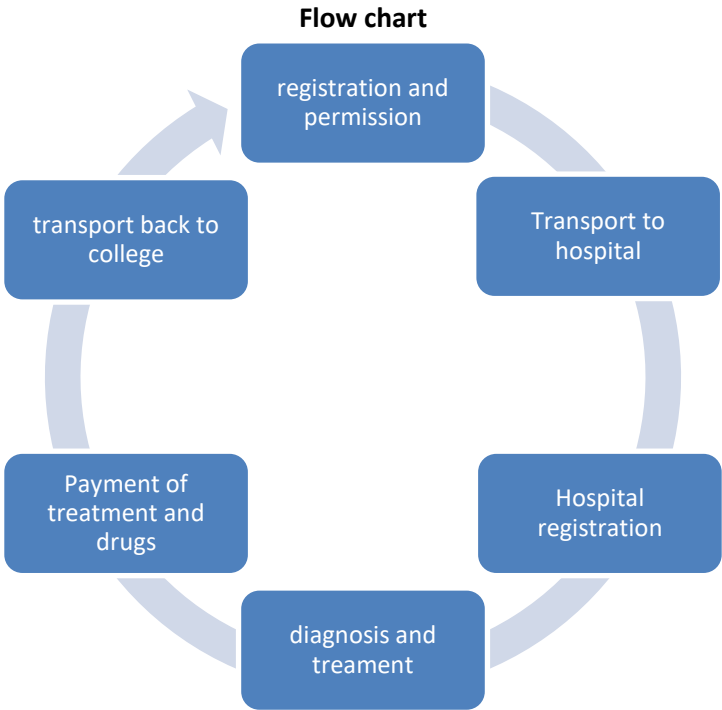



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	Baringo Technical College
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC/HEALTH SERVICES</b>
<b>Brief Description</b> Document Purpose/Service	The purpose of this procedure is to ensure effective and timely provision of service to the students
<b>Document Control:</b> Change Record/ Version Number	<b>V1</b>
<b>Process Owner:</b> Name and Position	1.Rufus Muriuki - Dean 2. Patricia Kipsang - D/Dean
<b>Process Writer (s);</b> Name and Position	1.Rufus Muriuki–Dean 2.Patricia Kipsang - D/Dean
<b>Process Reviewer (s)</b> Name and Position	

#### PROCESS DOCUMENTATION

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	The process shall begin with the registering the student intending to seek medical permission	30 minutes	Dean of Trainees
2.	Provision of transportation means to hospital	15 minutes	Driver
3.	Registration of students in the hospital	10 minutes	Housekeeper
4.	Diagnosis and treatment	Spontaneous	doctor
5	In case of admission the housekeeper shall inform the dean who will inform D/Principal, HOD and Parent/sponsor	Immediately	Housekeeper/dean

6	Payment of treatment and drugs	3 minutes	Housekeeper
7	Transport back to college	15 minutes	Driver



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC/ STUDENT COUNCIL ELECTION</b>
<b>Brief Description</b> Document Purpose/Service	This process will facilitate effective, timely and transparent management of student affairs.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Rufus Muriuki–Dean of trainees
<b>Process Writer (s);</b> Name and Position	1. Rufus Muriuki
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

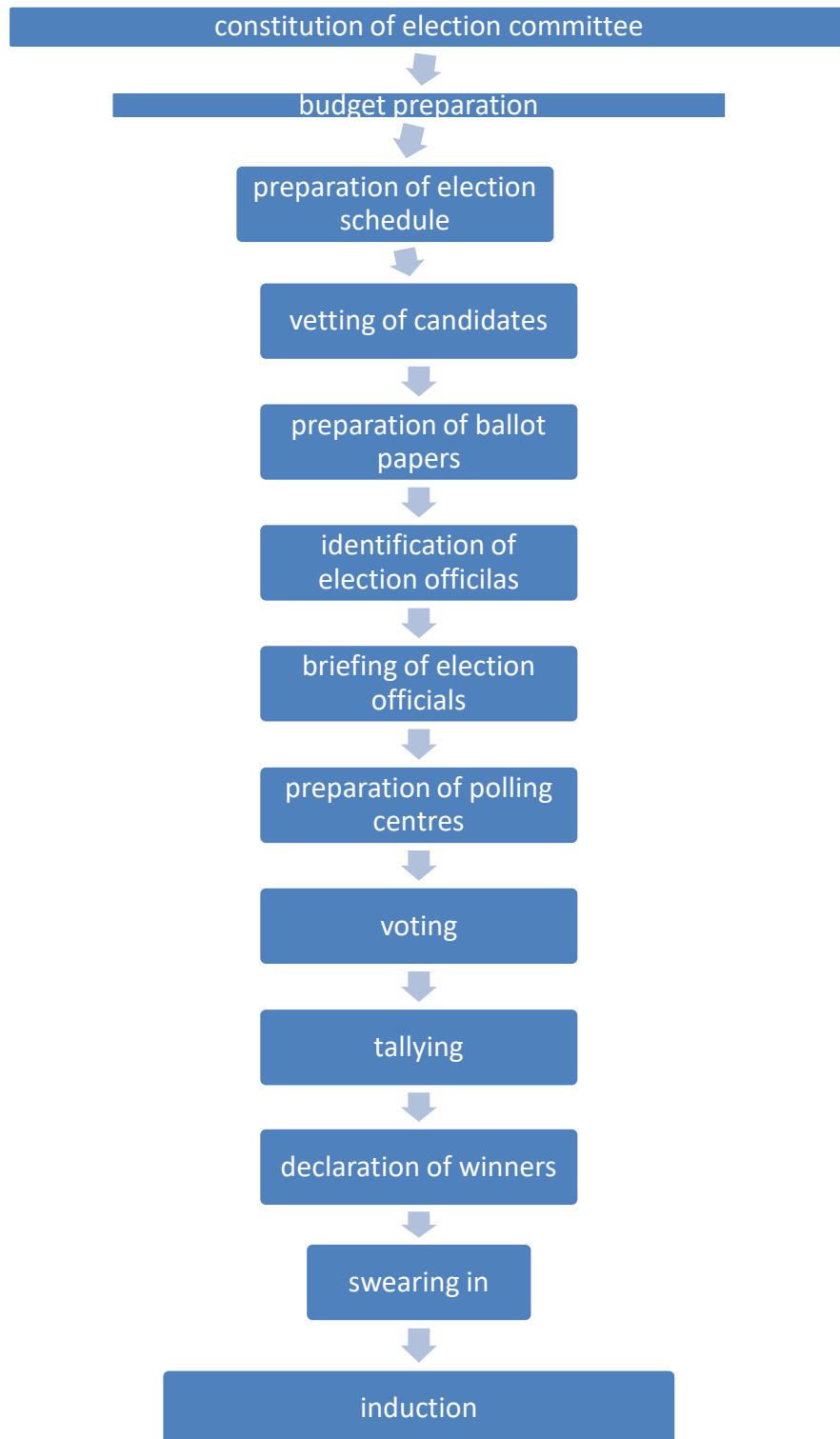
#### PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This procedure will begin with the declaration of vacancies upon the expiry of the annual tenure in office.	1 <sup>st</sup> week of term	Dean of trainees
2.	The DoT constitutes an election committee	1 day	Dean of Trainees

3.	The Dean of trainees prepares a budget for the elections	1 day	Dean of trainees
4.	The DoT prepares an election schedule : <ul style="list-style-type: none"> <li>• Seats to be contested</li> <li>• Rules governing election</li> <li>• Collection and filling of clearance forms</li> <li>• Clearance of potential candidates</li> <li>• Campaigns period</li> <li>• Dates for elections</li> <li>• Swearing in ceremony</li> <li>• induction</li> </ul>	1 day	Election committee
5.	The election committee and the appeals committee undertakes vetting of candidates in accordance with the following procedure:	1 day	Election committee
6.	Observers from trainees clubs and societies		
7.	The election committee prepares ballot papers	2 days	Election committee
8.	The election committee identifies election officials	1 day	Election committee
9.	Designation of polling/tallying centers		
10	The election committee will brief the election officials and candidates agents	1 day	Election committee
11	The election committee prepares the polling stations together with security personnel	1 day	Election committee Security personnel
12	The polling centers are open for voting from 8:00am to 12:00pm	1 day	Election Committee
13	The polling stations are closed at 12:00pm and counting is done at the polling station and relayed to the tallying center.	Instantaneous	Election committee
14	A declaration of the winners is done by the returning officer	instantaneous	Returning officer
15	The winners shall be sworn in immediately	instantaneous	Chaplain
16	The new office bearers undergo induction after one week.	1 day	Dean of Trainees


## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots







## ILO procedures

MDA			
<b>Institution/organization name</b>	Baringo Technical College		
<b>Affiliation; Ministry/department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training		
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>	Principal		
<b>Period:FY</b>	2021/2022		
<b>Process documentation</b>			
<b>Service Name</b>	Trainees attachment procedure		
<b>brief description</b> Document purpose/service	This process begins with ILO officer requesting for list of trainees proceeding for industrial attachment from the respective HODs through the ILO committee three to five months before attachment period. The process ends with submission of dully filled assessors/ supervisors forms, assessment marks and surrender of imprest documents by assessors.		
<b>Document Control:</b> change record/version no	V1		
<b>Process Owner:</b> name and position	ILO officer		
<b>Process Writer(S)</b> name and position	3. Dp Academics 4. ILO Officer		
Process reviewer(s)	3. 4.		
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	This process begins with ILO officer requesting for list of trainees proceeding for industrial attachment from the respective HODs through the ILO committee	3-5 months before attachment period.	HODs/ ILO committee
2.	ILO officer receives list of trainees proceeding for attachment after KNEC/ KASNEB exams	0	HODs/ ILO committee
3.	ILO committee issues request letters to the trainees to enable them to apply	0	ILO committee


	for placement in the industry			
4.	ILO committee organizes for departmental orientation prior to proceeding for attachment	a month to KNEC/KASNEB exams	ILO committee	
5.	ILO committee issue attachment tools to the trainees proceeding for 3 months attachment	a month to KNEC/KASNEB exams	ILO committee	
6.	Trainees communicates to the ILO officer upon successful placement in the industry	Within 14 days after placement	ILO officer/ supervisor/ trainees	
7.	The ILO committee analyzes and groups the industries into regions for easy assessment planning	0	ILO committee	
8.	ILO officer in consultation with the HODs appoints assessors to assess trainees on attachment and seek for future attachment vacancies	one month after placement of trainees	ILO officer/HODs	
9.	ILO officer prepares assessment budget and discusses with the principal for approval and facilitation	one month after placement of trainees	Principal/Finance officer/ ILO committee	
10.	The process ends with submission of dully filled assessors/ supervisors forms, assessment marks, surrender of imprest documents by assessors and logbooks and attachment report by trainees.	end of attachment period	ILO committee/ assessors	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
	3.			
	4.			
Process Maps/Visuals				

MDA			
Institution/organization name		Baringo Technical College	
Affiliation; Ministry/department/ County/Parent Company:		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
Economic sector Alignment:			
Big 4 Alignment			
Accounting officer:		Principal	
Period:FY		2021/2022	
Process documentation			
Service Name		Staff attachment procedure	
brief description Document purpose/service		This process begins with carrying out Staff Skill Gap Assessment and ends when the staff submits a written attachment report	
Document Control: change record/version no		V.1	
Process Owner: name and position		HR officer	
Process Writer(S) name and position		5. Dp Academics 6. ILO Officer 7. HR officer	
Process reviewer(s)		5.	
		6.	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/No. of Days	Actor
1.	This process begins with carrying out Staff Skill Gap Assessment	End of every financial year	HR officer/ ILO committee/HODs/ Head of sections
2.	HR officer communicates to HODs/Head of sections to nominate staff in their respective departments/sections	2 <sup>nd</sup> week of every term	HR officer/ HODs/ Head of sections
3.	HODs/ Head of sections submits proposed staff to the HR officer	3 <sup>rd</sup> week of every term	HR officer/ HODs/ Head of sections
4.	Vetting of proposed staff is carried out	4 <sup>th</sup> week of every term	DP Admin/ HR officer/ /ILO officer/ HODs/ Head of sections
5.	List of selected staff to proceed for attachment is prepared	6 <sup>th</sup> week of every term	DP Admin/ HR officer/ /ILO officer/

			HODs/ Head of sections	
6.	Industries for attachment are identified and request letters are sent to seek to for vacancies	7 <sup>th</sup> week of every term	ILO committee	
7.	Upon receipt of acceptance letters, the staff are facilitated and proceeds for attachment in the respective industries	0	HR officer/ Finance officer/ ILO officer	
8.	Assessment is conducted	within 14 days of attachment	DP Principal/ HR officer/ HOD/ Section head/ ILO officer	
9.	The process ends with submission of written attachment report	end of attachment period	Staff	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
	5.			
	6.			
Process Maps/Visuals				


MDA			
Institution/organization name		Baringo Technical College	
Affiliation; Ministry/department/ County/Parent Company:		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
Economic sector Alignment:			
Big 4 Alignment			
Accounting officer:		Principal	
Period:FY		2021/2022	
Process documentation			
Service Name		Trainees attachment procedure	
Brief description Document purpose/service		This process begins with HR officer communicating to HODs to place a request for trainees through a memo. It ends when an trainee clears from the institutions and is issued with a recommendation letter	
Document Control: change record/version no		V.1	
Process Owner: name and position		HR officer	
Process Writer(S) name and position		8. DP Academics 9. HR Officer	
Process reviewer(s)		7.	
		8.	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/No. of Days	Actor
1.	This process begins with HR officer communicating to HODs to place a request for trainees through a memo.	3-5 months before attachment period.	HODs/ ILO committee
2.	ILO officer receives list of trainees proceeding for attachment after KNEC/ KASNEB exams	0	HODs/ ILO committee
3.	ILO committee issues request letters to the trainees to enable them to apply for placement in the industry	0	ILO committee
4.	ILO committee organizes for departmental orientation prior to proceeding for attachment	a month to KNEC/KASNEB exams	ILO committee
5.	ILO committee issue attachment tools to the trainees proceeding for 3	a month to KNEC/KASNEB	ILO committee

	months attachment	exams		
6.	Trainees communicates to the ILO officer upon successful placement in the industry	Within 14 days after placement	ILO officer/ supervisor/ trainees	
7.	The ILO committee analyzes and groups the industries into regions for easy assessment planning	0	ILO committee	
8.	ILO officer in consultation with the HODs appoints assessors to assess trainees on attachment and seek for future attachment vacancies	one month after placement of trainees	ILO officer/HODs	
9.	ILO officer prepares assessment budget and discusses with the principal for approval and facilitation	one month after placement of trainees	Principal/Finance officer/ ILO committee	
10.	The process ends with submission of dully filled assessors/ supervisors forms, assessment marks, surrender of imprest documents by assessors and logbooks and attachment report by trainees.	end of attachment period	ILO committee/ assessors	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Internship Procedure	
<b>brief description</b> Document purpose/service		This process begins with declaration of opportunities by HODs/Section Heads and ends with placement of intern in the respective department	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		ILO officer	
<b>Process Writer(S)</b> name and position		10. Dp Academics 11. ILO Officer	
Process reviewer(s)		9.	
		10.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	This process begins with declaration of opportunities by HODs/Section Heads upon receiving a memo from ILO officer	a month before internship period	HODs/Section Head/ ILO officer/HR officer
2.	ILO Committee discuss available opportunities with the principal for further action/Approval	0	Principal/ ILO committee
3.	Declaration of internship vacancies by the principal	0	Principal
4.	Shortlisting of applicants	a week after closure of application period	ILO Committee/HR officer
5.	Interview and selection of successful candidates	a week after shortlisting of applicants	Principal/HR officer
6.	The process comes to an end upon the	0	HOD/Section Heads


	placement of successful candidates			
<b>EXCEPTIONS TO NORMAL FLOWS</b>				
<b>Title</b>	<b>No.</b>	<b>Description</b>	<b>Time</b>	<b>Actor</b>
Process Maps/Visuals				



MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		collaborations procedure	
<b>brief description</b> Document purpose/service		This process begins from the determination of need for new MOUs with industry partners and ends upon signing MOUs by BTC and the industry partners.	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		ILO officer	
<b>Process Writer(S)</b> name and position		12. Dp Administration 13. ILO Officer	
Process reviewer(s)		11.	
		12.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	This process begins from the determination of need for new Memorandum of Understandings (MOUs) with industry partners	0	DP Administration/ ILO Officer
2.	Identify the industries to create MOUs	as per PC	DP Administration/ ILO Officer/ PC coordinator
3.	Communicate with the identified industry and initiate negotiations	0	DP Administration/ ILO Officer
4.	Receive feedback from the identified industry partners	0	ILO officer
5.	Prepare MOUs draft and have it signed by the principal	3 days	Principal/ILO Officer


6.	Visit the industry partner to formalize the MOU	2 days (may vary depending on location industry	DP Administration/ ILO Officer	
7.	The process ends upon signing of the MOUs by BTC and the industry partners		Principal/Industry Partner/ ILO Officer	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

## Complaints handling procedure

MDA			
<b>Institution/organization name</b>	Baringo Technical College		
<b>Affiliation; Ministry/department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training		
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>	Principal		
<b>Period:FY</b>	2021/2022		
<b>Process documentation</b>			
<b>Service Name</b>	Complaints handling procedure		
<b>brief description</b> Document purpose/service	This process begins when the complainant registers his or her complaint at the complaint desk. (in person or through the complaint box). It ends when the matter is resolved and a report sent to Commission on Administrative Justice (CAJ)		
<b>Document Control:</b> change record/version no	V1		
<b>Process Owner:</b> name and position	ILO officer		
<b>Process Writer(S)</b> name and position	14. Dp Administration 15. ILO Officer		
<b>Process reviewer(s)</b>	13. 14.		
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	This process begins when the complainant registers his or her complaint at the complaint desk. (in person or through the complaint box)	0	Complaints committee/
2.	The complaint is recorded by the officer at the complaint desk	upon receipt of complaint	Chairperson complaints committee
3.	The officer forwards complaints to the relevant office (HOD, HOS) for action	within 3 days upon receipt of complaint	Chairperson complaints committee/ HOD/ HOS
4.	If complaint is not resolved satisfactorily it is recorded and moved	within 5 days	Chairperson complaints

	to a higher office (Dean or Registrar)		committee/ HOD/ HOS	
5.	If not resolved in No. 4, the issue is brought to the attention of the Deputy Principal	within 5 days	Deputy Principal/ Chairperson complaints committee	
6.	The process ends when the matter is resolved and a report sent to Commission on Administrative Justice (CAJ)	quartely	Principal/ Chairperson complaints committee	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

## Library Procedures

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>REGISTRATION OF LIBRARY USERS PROCESS</b>
<b>Brief Description</b> Document Purpose/Service	This process aims at ensuring efficient and timely registration of new members to the Library.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Academics Eunice Kerich
<b>Process Writer (s);</b> Name and Position	1. Librarian
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.


### STEPS/FLOWS/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	The process shall begin with the Librarian preparing a registration schedule for new users prior to the opening of the term	At the beginning of term	Librarian
2.	In preparation of the registration schedule the Librarian shall consider : <ul style="list-style-type: none"> <li>• The departments</li> <li>• Population of new users</li> <li>• Duration of the registration</li> </ul>	At the beginning of term	Librarian
3.	The Librarian shall ensure that copies of registration	At the beginning	Librarian

	schedules are posted on various notice boards.	of term	
4.	<p>In carrying out the registration the library staff shall ensure that :</p> <ul style="list-style-type: none"> <li>• A new member presents his/her ID and trainee/staff ID and is given the library rules and regulations.</li> <li>• Upon agreeing to abide by the rules the member is registered to the Library System.</li> </ul>	At the beginning of term.	Library Staff
5.	The process shall be deemed complete upon verification of the library users list.	At the end of registration.	Library staff

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>ACCESS TO INFORMATION MATERIALS PROCESS</b>
<b>Brief Description</b> Document Purpose/Service	This process aims and ensuring efficient and timely acquisition of information materials.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Academics Eunice Kerich
<b>Process Writer (s);</b> Name and Position	1.Librarian
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

#### STEPS/FLOWS/SEQUENCE


Step	Event/Activity/Action	Time/ No. Of Days	Actor
6.	The process shall begin with the DPAA informing the HODs to forward the list of required resource materials at the beginning of the financial year	the beginning of the financial year	DPAA
7.	Upon receipt of the information the DPAA shall verify the list considering their relevance based on : <ul style="list-style-type: none"> <li>• Relevance as per syllabus</li> <li>• Authenticity of the author</li> <li>• Existence of alternative material</li> <li>• Budgetary allocation</li> </ul>	the beginning of the financial year	DPAA
8.	Upon verification of the resource materials the DPAA shall forward a report to the Principal for consideration and approval	the beginning of the financial year	DPAA

9.	In the event the principal Disapproves His/her shall advise the DPAA accordingly	the beginning of the financial year	Principal
10.	Upon approval, the relevant procurement procedure number shall apply and this procedure shall be deemed complete.	the beginning of the financial year	Procurement officer

#### **PROCESS MAP/ VISUALIZATION**

Business process flowcharts/ swim lanes/screen shots



<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>ISSUING AND RECEIVING OF BOOKS PROCESS</b>
<b>Brief Description</b> Document Purpose/Service	This process aims and ensuring efficient and timely issuing and receiving of library books.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Academics Eunice Kerich
<b>Process Writer (s);</b> Name and Position	1.Librarian
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.


#### STEPS/FLOWS/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
<b>A</b>	<b>ISSUING OF BOOKS</b>		
11	The process shall begin with the library member presenting the desired book and trainee/staff ID at the issuing counter	instantaneous	Library user
12	Upon receipt , the Library staff scan the barcode for book identification and assign the book to the library user indicating the : <ul style="list-style-type: none"> <li>Duration of borrowing</li> <li>Due date</li> </ul>	instantaneous	Library staff
13	In case of short loan borrowing, the provisions of the library rules and regulations shall be applied	instantaneous	Library staff
<b>B.</b>	<b>RECEIVING OF BOOKS</b>		

1.	This process shall begin with the library staff receiving a book from a library user at the issuing counter.	instantaneous	Library staff
2.	Upon receipt, the library staff shall verify the due date and the condition of the library materials prior to clearing.	instantaneous	Library staff
3.	In the event that the book is overdue, damaged or lost the provisions of the library rules and regulations shall apply and the process shall be deemed complete.	instantaneous	Library staff

#### **PROCESS MAP/ VISUALIZATION**

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC PROCESING OF INFORMATION MATERIALS PROCESS</b>
<b>Brief Description</b> Document Purpose/Service	This process aims and ensuring efficient and timely acquisition of information materials.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Academics Eunice Kerich
<b>Process Writer (s);</b> Name and Position	1.Librarian
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.


#### STEPS/FLOWS/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
14.	The process shall begin with the inspection committee verifying the information materials acquired and the receipts /list in case of donated materials.	Upon arrival of information materials	Inspection committee
15.	In the event that the materials received do not correspond with the receipt, the inspection committee shall consult with the PO.	Upon arrival of information materials	Inspection committee
16.	Upon the verification of the information materials the Inspection committee shall handover the materials to the HOD library.	On verification of Information Materials	HOD Library
17.	The HOD library shall instruct the library staff to accession the information materials.	Immediately after verification	HOD Library

18.	<p>In accession the library staff shall:</p> <ul style="list-style-type: none"> <li>• Assign a call no to the information materials in the accession register.</li> <li>• Stamp on the information materials</li> <li>• In case of books-place a book date slip in the book, spine mark and place an ownership tag.</li> </ul>	Immediately after receipt	Library staff
19.	In the event that accessioning materials are not available, the HOD Library shall advise the staff accordingly	Immediately after receipt	HOD Library
20.	Upon accessioning classification is done to the information materials which shall be as per Dewey decimal classification scheme	Immediately after receipt	Library staff
21.	Upon completion of accessioning the information materials are catalogued.	Immediately after classification	Library staff
22.	Upon cataloging the books shall be taken to the respective shelves and this procedure shall be deemed complete.	Immediately after cataloging	Library staff

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>BTC MAINTAINANCE OF BOOKS PROCESS</b>
<b>Brief Description</b> Document Purpose/Service	This process aims and ensuring efficient and timely maintenance of library books.
<b>Document Control:</b> Change Record/ Version Number	<b>V.1</b>
<b>Process Owner:</b> Name and Position	Deputy Principal Academics Eunice Kerich
<b>Process Writer (s);</b> Name and Position	1.Librarian
	2.
<b>Process Reviewer (s)</b> Name and Position	1.
	2.


#### STEPS/FLOWS/SEQUENCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	This procedure shall begin with the HOD Library communicating to library staff to ensure they weed books in their respective shelves one week before end of term.	One week before end of term	Library staff
2.	Upon receipt of the communication the library staff shall identify the books.	One week before end of term	Library staff
3.	The library staff shall then bind and repair the books within two weeks.	One week before end of term	Library staff
4.	The Library staff shall ensure that the repaired books are returned to their respective shelves and the procedure shall be deemed complete.	One week before end of term	Library staff

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

### Finance procedures

MDA			
Institution/organization name		Baringo Technical College	
Affiliation; Ministry/department/ County/Parent Company:		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
Economic sector Alignment:			
Big 4 Alignment			
Accounting officer:		Principal	
Period:FY		2021/2022	
Process documentation			
Service Name		Budget making procedure	
brief description Document purpose/service		The process starts when the accounting officer receives a budget circular from the national treasury and ends when he submits the approved budget to the national treasury and ministry of education. This purpose of this procedure is to ensure efficient, transparent and timely budgeting in the institution	
Document Control: change record/version no		V1	
Process Owner: name and position		Principal	
Process Writer(S) name and position		16. Dp Administration 17. Finance Officer	
Process reviewer(s)		15.	
		16.	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/No. of Days	Actor
8.	The accounting officer receives a budget circular	31 <sup>st</sup> October	Chief principal
9.	Appointment of Budget committee	5th November	Chief principal
10.	Accounting officer issue a budget	10 <sup>th</sup> November	Chief principal


	memo to HODS and HOSs			
11.	HODS/HOS in consultation with their constituents shall prepare and submit departmental budget proposals to the Chairperson of the Budget Committee	20 <sup>th</sup> November	HODs HOSs	
12.	The Budget Committee Chairperson shall convene a meeting of Budget Committee to discuss the departmental budget proposals.	25 <sup>th</sup> November	HODs HOSs	
13.	The principal shall submit the annual budget to Finance and Infrastructure Committee of the Board.	30 <sup>th</sup> November	Chief principal	
14.	The Finance and Infrastructure Committee shall review and submit the annual budget to the Full Board of Governors for discussion and approval	15 <sup>th</sup> December	Chief principal	
15.	The principal shall disseminate the approved budget to the cost unit for implementation.	15 <sup>th</sup> January	Chief principal	
16.	The principal shall submit the approved budget to the National Treasury through the Ministry of Education by 31 <sup>st</sup> January	31 <sup>st</sup> January	Chief principal	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA			
<b>Institution/organization name</b>	Baringo Technical College		
<b>Affiliation; Ministry/department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training		
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>	Principal		
<b>Period:FY</b>	2021/2022		
<b>Process documentation</b>			
<b>Service Name</b>	Revenue collection procedure		
<b>brief description</b> Document purpose/service	<b>This entails the process of collecting fees from students</b>		
<b>Document Control:</b> change record/version no	V1		
<b>Process Owner:</b> name and position	Principal		
<b>Process Writer(S)</b> name and position	1. Dp Administration 2. Finance Officer		
<b>Process reviewer(s)</b>	1. 2.		
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	<b>The process shall begin by</b> The principal shall forward fees structure and other revenue sources to the BOG for approval.	30th June	Chief Principal
2.	The principal shall forward approved fee's structure to relevant administrative offices and HODS for awareness and implementation	30th June	HODs
3.	The Finance officer shall the forward it to the accountant in charge of revenue	30th June	F. O
4.	The accountant shall then invoice the terms fee for the student	Termly	Accountant
5.	Upon receipt of invoices, the students and the relevant revenue sources shall process their monies in accordance with regulations in the invoice and	Termly	Accountant



	other legislations		
6.	The accountant shall receive Fee's payment options which may include Banking in slips, use of mobile payment platforms, bankers' cheques, and other secure non-cash payment options.	Termly	Accountant
7.	The accountant shall collect all bankers' cheques, bank deposit slips and any other approved documentary evidence of payments, verify and record in the Revenue register	Daily	Accountant
8.	The accountant in charge of revenue shall issue stamped official BTC receipts to the payee.	Continuous	Accountant
9.	The accountant shall then post the revenue received to relevant ledgers	Continuous	Accountant
10.	The accountant shall then prepare a revenue voucher and post it to the cashbook on a daily basis.	Continuous	Accountant
11.	The accountant shall Print Daily revenue report and submit to the finance officer who shall verify and forward to the principal.	Continuous	F. O
12.	At the end of the month, the accountant shall perform monthly bank reconciliations for the accountant.	Monthly	Accountant

13.	Upon banking, the accountant shall forward the banking in slips to the FO for verification and reconciliation with internal control registers and revenue surrender certificate	Continuous	F. O	
14.	This procedure shall be deemed complete when the annual revenue collection is banked and recorded in the surrender certificate	Continuous	F. O	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA	
<b>Institution/organization name</b>	Baringo Technical College
<b>Affiliation; Ministry/department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic sector Alignment:</b>	
<b>Big 4 Alignment</b>	
<b>Accounting officer:</b>	Principal
<b>Period:FY</b>	2021/2022
<b>Process documentation</b>	
<b>Service Name</b>	Fees refund procedure
<b>brief description</b> Document purpose/service	
<b>Document Control:</b> change record/version no	V1
<b>Process Owner:</b>	Principal

name and position				
Process Writer(S)		1. Dp Administration		
name and position		2. Finance Officer		
Process reviewer(s)		1.		
		2.		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/No. of Days	Actor	
1.	The process shall begin by depositor (specifically the parent/ guardian/ sponsor) who shall make a written request to the principal	continuous	Sponsor/student	
2.	Finance officer shall verify and confirm the validity of the request in consultation with the HOD	continuous	F. O	
3.	The Finance officer shall seek approval from the principal to effect such refund.	continuous	F. O	
4.	The principal shall approve/reject such requests depending on merit and communicate the decision to the Finance Officer.	continuous	Chief principal	
5.	The Finance Officer shall effect refund, if approved, in accordance with the payment procedure no.....	continuous	F. O	
6.	After payment, the accountant shall debit the revenue account and credit the depositor’s account to complete the process.	continuous	Accountant	
7.	This process shall be deemed complete upon the beneficiary acknowledging receipt of such refunds and signing the payment voucher	continuous	Sponsor/student	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor

Process Maps/Visuals				


MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Payment of suppliers	
<b>brief description</b> Document purpose/service		The purpose of this procedure is to ensure transparent, accountability and effective utilization of resources in the institution	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		Principal	
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer	
<b>Process reviewer(s)</b>		1. 2.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	Payment of suppliers will take into consideration aging analysis and urgency.	Continuous	F. O
2.	The FO shall receive original copies of the supplier invoices with supporting documents, such as LPOs/LSOs, delivery notes, inspection certificates, completion certificates,	Continuous	F. O

	contract agreements etc and verify their authenticity		
3.	The accountant shall prepare a Payment Voucher based on the verified invoices and supporting documents.	Continuous	Accountant
4.	The Payment Voucher and its details (payee, amount,) shall be given a number and recorded in the Payment Voucher Movement Register which is signed at every stage of processing the payment voucher	Continuous	Accountant
5.	The completed Payment Voucher and attachments are examined by the Finance officer	Continuous	F. O
6.	The examined voucher shall then be voted by the accountant in the relevant voted provision /budget line. The payment voucher movement register is signed by the voting officer.	Continuous	Accountant
7.	The Payment Voucher and attachments shall be forwarded to the principal for verification and approval along with the Payment Voucher Movement Register	Continuous	Chief principal
8.	The approved payment voucher shall be used by the accountant to prepare the payment either by cheque, electronic transfer, or cash payment as outlined in the Finance Manual	Continuous	Accountant
9.	In the case of cash payment, the accountant shall obtain and indicate particulars of the payee/authorized agent on the relevant certificate on the voucher and stamp the voucher as paid upon payment	Continuous	Accountant
10.	In the case of cheque payment, the accountant shall upon preparing the cheques record them in the cheque movement register and cheque confirmation sheet and then circulate them to the relevant signatories for signing.	Continuous	Accountant
11.	The accountant shall then record the signed cheques in the cheque dispatch register and stamp the corresponding	Continuous	Accountant

	vouchers as paid			
12.	The accountant shall then dispatch the cheques to the payee/authorized agents through applicable mode e.g., courier services, post, RTGS, collection by payee etc.	Continuous	Accountant	
13.	The accountant shall then post all paid vouchers in the cashbook	Continuous	Accountant	
14.	The payment vouchers are filed serially for record purposes.	Continuous	Accountant	
15.	The accountant shall at the end of the month prepare monthly bank reconciliations as per the prescribed Bank Reconciliation form as per finance policy	Continuous	Accountant	
16.	At the end of the quarter the accountant shall prepare quarterly returns that include a report of expenditure incurred in the quarter which he shall then submit by 10 <sup>th</sup> of the first month of the next quarter	Continuous	Accountant	
17.	The accountant shall Prepare the consolidated expenditure report which is reviewed by the Finance Officer and submitted to the principal	Continuous	Accountant	
18.	This procedure shall be deemed complete when the FO receives an official receipt from the creditor/supplier	Continuous	F. O	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
	1.			
Process Maps/Visuals				

MDA				
<b>Institution/organization name</b>		Baringo Technical College		
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training		
<b>Economic sector Alignment:</b>				
<b>Big 4 Alignment</b>				
<b>Accounting officer:</b>		Principal		
<b>Period:FY</b>		2021/2022		
<b>Process documentation</b>				
<b>Service Name</b>		Payment of employees		
<b>brief description</b> Document purpose/service				
<b>Document Control:</b> change record/version no		V1		
<b>Process Owner:</b> name and position		Principal		
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer		
<b>Process reviewer(s)</b>		1.		
		2.		
<b>STEPS/FLOW/SEQUENCE</b>				
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>	
1.	The procedure shall start by FO receiving information on employees from the principal for BOG non trainers and trainers on new employees, promotions, interdictions, retirement, termination, Salary adjustments	Continuous	F. O	
2.	Upon receipt, FO shall forward the employees details to the accountant who shall prepare payroll for the month	Continuous	F. O	
3.	The FO shall verify and forward the payroll to the principal for approval	Continuous	F. O	
4.	Upon approval the FO shall ensure that the employee's pay slips are prepared and issued to the employees	Continuous	F. O	
<b>EXCEPTIONS TO NORMAL FLOWS</b>				
<b>Title</b>	<b>No.</b>	<b>Description</b>	<b>Time</b>	<b>Actor</b>

Process Maps/Visuals				

MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Payment of utility bills	
<b>brief description</b> Document purpose/service			
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		Principal	
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer	
<b>Process reviewer(s)</b>		1.	
		2.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	This shall start with the principal receiving an invoice/bill from a service provider	Continuous	Chief principal
2.	Upon receipt, the principal shall ensure its recorded in the incoming mail register	Continuous	Chief principal
3.	The principal shall then minute to the FO for appropriate action	Continuous	F. O
4.	Upon receipt, the FO shall verify the invoice/bill with the estimated average consumption and in the event of a	Continuous	F. O



	discrepancy, liaise with the service provider.			
5.	Upon verification the FO shall prepare payment voucher and forward to the principal for approval	Continuous	F. O	
6.	Upon approval, the FO shall make payment as appropriate	Continuous	F. O	
7.	The process shall end when the FO receives an official receipt from the service provider	Continuous	F. O	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Payment of temporary imprest	
<b>brief description</b> Document purpose/service		These are advance payments issued mainly in respect of official journeys and are intended to provide officers with funds with which they can meet travelling, accommodation, and incidental expenses	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		Principal	
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer	
<b>Process reviewer(s)</b>		1. 2.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	The officer shall have no outstanding imprest that has not been surrendered.	Continuous	F. O
2.	Any accompanying requests for allowances or per diems should be approved by the Principal on justification and submission of the applicant's names, personal number, bank account details, job group, rates, number of nights out and the itinerary for a travel imprest.	Continuous	F. O
3.	Travel expenses requested under the imprest should be justified as being the cheapest under the prevailing conditions to ensure that the	Continuous	F. O


	expenditure is justifiable			
4.	Imprest can only be issued and paid to the applicant and cannot be issued to another officer on behalf of the applicant	Continuous	F. O	
5.	An imprest not exceeding Kshs 2,000 will be paid in cash	Continuous	F. O	
6.	An employee using his/her car on official duty shall be paid millage allowance as determined by the BOG based on Government rates from time to time	Continuous	F. O	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Payment of standing imprest	
<b>brief description</b> Document purpose/service		<b>This is a system whereby a fixed amount (as per Government guidelines) of cash is reserved by the accountant which after a certain period or when circumstances require, because money was spent, it will be replenished. This replenishment will come from another account source, e.g. petty cash will be replenished by cashing a cheque drawn on a bank account.</b>	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		Principal	
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer	
<b>Process reviewer(s)</b>		1. 2.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	The accountant shall receive duly approved communication regarding the activities requiring an imprest (e.g., invitation to workshop, a memo allocating responsibilities to applicant, and so on).	Continuous	Accountant
2.	The accountant shall then check the Vote-book to ensure that funds are available on the budget line.	Continuous	Accountant

3.	If funds are available, the imprest warrant is completed and signed by the applying officer with his identification details, the activity, the proposed surrender dates, and the amount requested.	Continuous	F. O
4.	The imprest warrant shall be recorded in the imprest register by the Accountant.	Continuous	Accountant
5.	The amount in the approved imprest shall be committed in the Vote-book by the Accountant.	Continuous	Accountant
6.	The imprest warrant shall be reviewed and validated by the Finance Officer for completeness and then signed at the authorization section.	Continuous	F. O
7.	The imprest folder is forwarded to the Principal for approval of the intended expenditure.	Continuous	FO
8.	The approved imprest shall be forwarded to the accountant for payment to the applicant.	Continuous	Accountant
9.	The accountant shall process payments for cash, cheque or electronic payment and disburse funds to the applicant (as outlined in Section 5.4.2, 5.4.3 and 5.4.3 of the finance Manual).	Continuous	Accountant
10.	The imprest warrant shall be generated from the MIS and signed by the imprest holder and retained by the cashier to be used during the imprest surrender.	Continuous	Accountant
11.	The accountant shall post the imprest warrant amount and details into the cashbook	Continuous	Accountant
12.	Imprest records shall be maintained in the imprest register.	Continuous	Accountant

#### EXCEPTIONS TO NORMAL FLOWS


Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA			
<b>Institution/organization name</b>		Baringo Technical College	
<b>Affiliation; Ministry/department/ County/Parent Company:</b>		Ministry of Education Science and Technology/State Department of Technical and Vocational Training	
<b>Economic sector Alignment:</b>			
<b>Big 4 Alignment</b>			
<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Imprest surrender	
<b>brief description</b> Document purpose/service		On completion of the activity as stipulated in the imprest warrant, the applicant is required to surrender the imprest following the procedures for surrendering imprest	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		Principal	
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer	
<b>Process reviewer(s)</b>		1.	
		2.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	Imprest must be accounted for within 7 days of completion of the activity and must only be spent for the intended activities and if not accounted for or surrendered in 7 days, it will be treated as a staff debt and recovered from the salary of the applicant.	7days	F. O
2.	Applicant shall return unutilized funds to the cash office and a receipt is issued. For over-expenditure, the imprest holder must receive authorization from the authorizing	7days	F. O

	officer. Where the excess over the imprest is material, additional authorization must be received from the Principal. The imprest surrender must be accompanied by the requisite supporting documentation (detailed in section 4.7.5 below).		
3.	The Accountant shall examine the imprest surrender for completeness and accuracy and if satisfied, the Imprest surrender shall be forwarded to the accountant for processing.	Continuous	Accountant
4.	The Accountant shall update the imprest control register with the authorized imprest surrender cleared against the original warrant.	Continuous	Accountant
5.	The accountant shall prepare the surrender voucher either by using FO24 or FO25 forms as per finance policy document	Continuous	Accountant
6.	The accountant posts the imprest surrender into the cash book.	Continuous	Accountant

#### EXCEPTIONS TO NORMAL FLOWS

Title	No.	Description	Time	Actor
Process Maps/Visuals				

MDA	
<b>Institution/organization name</b>	Baringo Technical College
<b>Affiliation; Ministry/department/ County/Parent Company:</b>	Ministry of Education Science and Technology/State Department of Technical and Vocational Training
<b>Economic sector Alignment:</b>	
<b>Big 4 Alignment</b>	


<b>Accounting officer:</b>		Principal	
<b>Period:FY</b>		2021/2022	
<b>Process documentation</b>			
<b>Service Name</b>		Financial reporting	
<b>brief description</b> Document purpose/service		BTC Financial reports shall be in the formats prescribed by the Public Sector Accounting Standards Board (PSASB). The process is deemed complete when the financial statements shall be submitted for audit to the office of Auditor General	
<b>Document Control:</b> change record/version no		V1	
<b>Process Owner:</b> name and position		Principal	
<b>Process Writer(S)</b> name and position		1. Dp Administration 2. Finance Officer	
Process reviewer(s)		1.	
		2.	
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	This process shall start by the accountant forwarding Trial balance to the F.O for verification which shall be based on the general ledger	continuous	F. O
2.	The FO shall present the verified trial balance to the principal for approval	continuous	F. O
3.	The F.O shall ensure Quarterly reports are generated and forwarded to the principal for information and appropriate action	continuous	F. O
4.	At the end of the financial year the FO shall ensure the following statements are prepared <ul style="list-style-type: none"><li>• Annual Trial balances</li><li>• Statement of financial performance</li><li>• Statement of financial position</li><li>• Statement of changes in net assets</li><li>• Statement of cash flow</li><li>• Statement of budget versus actual</li></ul>	20 <sup>TH</sup> July	F. O
5.	The FO shall ensure the statements	30 <sup>th</sup> July	FO



	above are submitted to the principal			
6.	The principal shall submit the financial statements to the subcommittee of finance and infrastructure for deliberations	15 <sup>th</sup> August	Principal	
7.	The chairperson of finance and infrastructure committee shall submit the financial statements to the Board of Governors for deliberations and approval	20 <sup>th</sup> August	Chairperson finance and infrastructure committee	
8.	This procedure shall be deemed complete when the principal shall submit the approved financial statements to the relevant authorities for information and audit.	30 <sup>th</sup> September	Principal	
EXCEPTIONS TO NORMAL FLOWS				
Title	No.	Description	Time	Actor
Process Maps/Visuals				

## Audit procedures

### Internal audit

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>MINISTRY OF EDUCATION, STATE DEPARTMENT OF VOCATIONAL &amp; TECHNICAL TRAINING</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>INTERNAL AUDIT</b>
<b>Brief Description</b> Document Purpose/Service	<b>This procedure aims ensuring a smooth and professional way of conducting internal audit activity in BTC</b>
<b>Document Control:</b> Change Record/ Version Number	<b>1</b>
<b>Process Owner:</b> Name and Position	<b>CPA Elijah Koech</b> <b>Internal Auditor</b>
<b>Process Writer (s);</b> Name and Position	1. Mr. Robert Chesire-Deputy Principal, Administration 2. CPA Elijah Koech 3. CPA Rebecca Chelanga
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

### PROCESS DOCUMENTATION

Step	Event/Activity/Action	Time/ No. Of Days	Actor(s)
<b>A. Internal Audit planning</b>			
1	This process starts by the Internal Auditor preparing an annual audit work plan	Before beginning of Financial Year	Internal Auditor
2	The Internal Auditor will present the Annual audit work plan to the Audit and risk	Before beginning of Financial Year	<ul style="list-style-type: none"> <li>Internal Auditor</li> <li>Audit&amp; Risk committee</li> </ul>

	committee of the Board for review and approval		
<b>B. Audit Execution/Engagement</b>			
1	Internal Auditor issues an engagement letter to the auditees informing them of upcoming audit, audit objectives, scope and date of opening meeting	Continuous	<ul style="list-style-type: none"> <li>• Internal Auditor</li> <li>• Auditees</li> </ul>
2	The Internal Auditor shall convene an opening/Entry meeting with the management of the audit area and other personnel involved in the audit. The audit programme may be adopted or adjusted	1 week	<ul style="list-style-type: none"> <li>• Internal Auditor</li> <li>• Auditee</li> </ul>
3	The internal auditor shall carry out fieldwork. This is the process of gathering evidence through supporting documentation, interviews, and observations; then analyze and evaluate the evidence against predetermined criteria. The auditor will physically be on site performing fieldwork.	4 weeks	<ul style="list-style-type: none"> <li>• Internal Auditor</li> </ul>
4	Upon completing the fieldwork, the internal auditor shall convene an Exit meeting where the audit report and management responses will be reviewed and discussed. This is the time for questions and clarifications	Immediate	<ul style="list-style-type: none"> <li>• Internal Auditor</li> <li>• Auditee</li> </ul>
<b>C. Internal Audit reporting</b>			
1	Internal Auditor prepares draft report. The report includes such areas as the objective and scope of the audit, relevant	1 week	<ul style="list-style-type: none"> <li>• Internal Auditor</li> </ul>

	background, and the findings and recommendations for correction or improvement		
2	The Internal Auditor shall prepare a management letter and submit to the management to the head of audited area for review and responses to the recommendations/ audit queries. Management responses should include their action plan for correction	1 week	<ul style="list-style-type: none"> <li>Internal Auditor</li> <li>Auditee</li> </ul>
	Internal Auditor shall convene a follow up meeting to discuss management responses		<ul style="list-style-type: none"> <li></li> </ul>
3	The Internal Auditor distributes final report to department head involved in the audit, the Principal and any other person the auditor deems appropriate	1 week	<p>Internal Auditor Principal Auditee</p>
4	The Internal Auditor shall present the summary of quarterly audit reports to be discussed at the Audit and Risk committee of the board meetings and presented by the chair to Full Board of Governors	Next A&RC meeting	<ul style="list-style-type: none"> <li>Chair Audit&amp; Risk committee</li> <li>BOG</li> <li>Internal Auditor</li> </ul>
<b>D. Audit Follow up</b>			
1	Three months after the audit report is issued, the Office of Internal Audit will perform a follow-up review.	3 months	<ul style="list-style-type: none"> <li>Internal Auditor</li> </ul>
2	The internal auditor shall prepare Audit follow up report of this review and issue to the head of the Audited area and the Principal.	1month after follow up review	<ul style="list-style-type: none"> <li>Internal Auditor</li> <li>Auditee</li> <li>Principal</li> </ul>
3	The summary of the follow up reports will be discussed at the Audit and Risk committee of the Board meetings	Next A&RC meeting	<ul style="list-style-type: none"> <li>Audit &amp; Risk committee</li> </ul>
4	The audit process is deemed	Next BOG	<ul style="list-style-type: none"> <li>Chair Audit&amp; Risk committee</li> </ul>

	complete after the Audit and Risk chair presents its report to the full board for adoption	meeting	<ul style="list-style-type: none"> <li>BOG</li> </ul>
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### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1: e.g., Customer provides wrong ID Number	1.	E.g. The system displays message that the ID the customer provided is not correct.		
2.	The User Account Remains inactive			
(if any other, add rows)				

### PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots

## External audit

<b>MDA LOGO</b>	
<b>Institution/Organization Name:</b>	<b>BARINGO TECHNICAL COLLEGE</b>
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	<b>MINISTRY OF EDUCATION, STATE DEPARTMENT OF VOCATIONAL &amp; TECHNICAL TRAINING</b>
<b>Economic Sector Alignment:</b>	
<b>Big 4 Alignment:</b>	
<b>Accounting Officer:</b>	<b>Principal</b>
<b>Period: FY</b>	<b>2021/2022</b>
<b>Service Name</b>	<b>EXTERNAL AUDIT</b>
<b>Brief Description</b> Document Purpose/Service	<b>This procedure aims ensuring a smooth and professional way of conducting External Audit activity in BTC</b>
<b>Document Control:</b> Change Record/ Version Number	<b>1</b>
<b>Process Owner:</b> Name and Position	<b>CPA Elijah Koech Internal Auditor</b>
<b>Process Writer (s);</b> Name and Position	4. Mr. Robert Chesire-Deputy Principal, Administration
	5. CPA Elijah Koech
	6. CPA Rebecca Chelanga
<b>Process Reviewer (s)</b> Name and Position	1.
	2.

## PROCESS DOCUMENTATION

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor(s)</b>
1	The Audit process starts by the receipt an engagement letter from the office of Auditor General which shall outline the purpose, objectives , scope and when and how the audit will take		<ul style="list-style-type: none"> <li>• External Auditors</li> <li>• Principal</li> <li>• Internal Auditor</li> </ul>

	place		
2	The Auditors shall attend an entrance conference. This kick-off meeting provides an opportunity for the audit team and client to discuss the scope and schedule for the audit. This is a formal meeting that should be attended by those directly knowledgeable of the award(s) under review	At least 14 days	External Auditor
3	The auditors shall then begin Fieldwork. This is crux of the audit. It is the process of gathering evidence through supporting documentation, interviews, and observations; then analyzing and evaluating that evidence against predetermined criteria. The audit team will physically be on site performing fieldwork.		<ul style="list-style-type: none"> <li>• External Auditors</li> <li>• Auditees</li> </ul>
4	After fieldwork the auditors will convene exit conference that signifies the end of onsite fieldwork. Its purpose is for the auditors to communicate their questioned costs, findings, and recommendations before the draft audit report is issued.		<ul style="list-style-type: none"> <li>• External Auditors</li> <li>• Auditees</li> </ul>
5	Auditors shall prepare a draft report where the management is asked to prepare a formal		<ul style="list-style-type: none"> <li>• External auditors</li> <li>• Management</li> </ul>

	written response conveying corrective action plan. Any disagreement with the auditors should be clearly articulated.		
6	The office of auditor General shall issue final audit report to the management		<ul style="list-style-type: none"> <li>External Auditors</li> </ul>
7	The report shall be presented to the Audit and risk committee for discussion and input	Next A&RC meeting	<ul style="list-style-type: none"> <li>Audit and Risk committee</li> </ul>
8	<b>The audit is deemed complete after the Audit and Risk committee tables Final audit report to the full board of Governors for deliberations and adoption</b>	Immediate	<ul style="list-style-type: none"> <li>BOG</li> </ul>

## EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1: e.g., Customer provides wrong ID Number	1.	E.g. The system displays message that the ID the customer provided is not correct.		
2.	The User Account Remains inactive			
(if any other, add rows)				

## PROCESS MAP/ VISUALIZATION

Business process flowcharts/ swim lanes/screen shots