





**FRIENDS COLLEGE KAIMOSI  
ADMISSION PROCEDURE MANUAL  
FCK/QMS/P/MR/11**

Authorized by: 	Principal	Date: 29 <sup>th</sup> June 2018
Issued by: 	MR	Date: 29 <sup>th</sup> June 2018

**1.0 GENERAL**

**1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, efficiency and timeliness in student admission.

**1.2 SCOPE**

This procedure applies to admission of students to the College.

**1.3 REFERENCES**

- a) Previous advertisements
- b) Relevant Examination Bodies guidelines
- c) Course syllabi
- d) Ministerial Guidelines

**1.4 TERMS DEFINITIONS**

- a) HoD – Head of Department
- b) ID – Identification document
- c) ICT – Information, Communication and Technology
- d) KUCCPS – Kenya Universities and Colleges Central Placement Services
- e) KPIs- Key Performance Indicators
- f) NYS- National Youth Service

**1.5 PRINCIPAL RESPONSIBILITY**

The Registrar shall ensure that this procedure is adhered to.

**1.6 INPUTS**

- a) Information (Student details)
- b) Student documents
- c) Students applications
- d) Orientation Notice
- e) Change of course letter
- f) Course deferment letter
- g) Registration Form
- h) Change of course form
- i) Course deferment form

**1.7 RESOURCES**

- a) Human resources
- b) Stationery

- c) Tools and Equipment
- d) Office Space
- e) Funds
- f) Management Information System

## **2.0 METHOD**

### **2.1 Receipt and selection of applicants**

- 2.1.1 This shall start with the Principal or any other authorised officer receiving applications as per external communication procedure number 3 in the administration procedures manual. The same shall be forwarded to the Registrar.
- 2.1.2 Upon receipt of applications the Registrar shall carry out the selection.
- 2.1.3 In selection the Registrar shall consider: -
  - a) Course requirements
  - b) Supporting documentation
- 2.1.4 In case of applications by telephone, e-mail or Government sponsored students the Registrar shall verify the documents on admission.
- 2.1.5 For applicants selected through KUCCPS the Registrar shall ensure that all selected applicants are notified.

### **2.2 Registration of new students**

- 2.2.1 This shall start with the Registrar receiving the successful applicants
- 2.2.2 The Registrar shall verify and approve the admission requirements as stipulated in the admission letter.
- 2.2.3 Upon verification and approval, the Registrar shall use the management information system to allocate an admission number and capture the new students' details; then issue the new student with a registration form.
- 2.2.4 Upon receipt of the registration form the student is directed to proceed as given below: -
  - a) Pay fees at the accounts office
  - b) Report to the respective HoDs for verification of admission details
  - c) Report to the nurse for verification of medical details
  - d) Report to the housekeeper for accommodation as applicable
- 2.2.5 Upon completing the above steps the new student shall forward the registration form to the Registrar for filing.

### **2.3 Issuance of student ID**

- 2.3.1 The Registrar shall forward the completed student registration form to the registry clerk to scan the student photograph and use the management information system to capture the student details in the ID template.
- 2.3.2 Upon completion the registry clerk shall submit the ID template to the Registrar who shall ensure relevant signatories sign the same and stamping is done by the Principal's office.
- 2.3.3 The Registrar shall forward the IDs to the registry clerk for lamination.
- 2.3.4 Upon completion, the registry clerk shall submit the same to the Registrar for issuance to students within five working days.
- 2.3.5 The Registrar shall maintain a record of the issued students' IDs in the Students ID Register.
- 2.3.6 The Registrar shall carry out an analysis of the students' ID register termly.

### **2.4 Orientation of new students**

- 2.4.1 This shall start with the Registrar drawing up an orientation programme considering the following: -
  - a) Availability of relevant personnel
  - b) Calendar of events
  - c) Activities to be undertaken
- 2.4.2 Upon drawing of the orientation programme, the Registrar shall as per internal communication procedure number 2 in the administration procedures manual notify the respective recipients.
- 2.4.3 On the orientation day, the Registrar shall ensure that the orientation programme is adhered to.

### **2.5 Change of Course**

- 2.5.1 This shall start with the Registrar receiving a student application for change of course.
- 2.5.2 Upon receipt of the application for change of course, the Registrar shall issue the change of course form to the student.
- 2.5.3 The Registrar shall direct the student to fill in their personal details in the form in duplicate and forward it to the respective HoDs for recommendations; then return it to the Registrar.
- 2.5.4 The Registrar shall act on recommendations of the parent/ guardian and HoD.

2.5.5 The registrar directs the student to the Finance Officer who directs the student back to the registrar, then further to the Deputy Principal.

2.5.6 The Deputy sends back the form to the Registrar for filing in the students file.

## **2.6 Course Deferment**

2.6.1 This shall start with the Registrar receiving a student application for course deferment.

2.6.2 Upon receipt of the application for course deferment, the Registrar shall issue the course deferment form to the student.

2.6.3 The Registrar shall direct the student to fill in their personal details in the form in duplicate and forward it to the respective HoDs for recommendations; then return it to the Registrar.

2.6.4 The Registrar shall consult the parent/guardian and HoD; and act on their recommendations

2.6.5 The Registrar directs the student to the Finance Officer who directs the student back to the registrar, then further to the Deputy Principal.

2.6.6 The Deputy sends back the form to the Registrar for filing in the students file.

## **2.7 Registration of continuing student**

2.7.1 This shall start with the Registrar's office issuing the registration form to the continuing students at the beginning of each term.

2.7.2 The Registrar shall ensure that registration details are filled in by the students.

2.7.3 Upon receipt of the student registration form, the Registrar shall direct the student to proceed as given below: -

- a) Pay fees at the accounts office
- b) Report to the respective HoDs for verification of admission details
- c) Report to the nurse for verification of medical details
- d) Report to the housekeeper for accommodation as applicable

2.7.4 Upon registration, the student shall forward the registration form to the Registrar for filing in the students file.

## **3.0 OUTPUTS**

- a) Laminated Student Identity Cards
- b) Updated Student ID Register
- c) Updated Admission Letter
- d) Completed registration Forms

- e) Orientation Programme
- f) Updated change of course form
- g) Updated course deferment form
- h) Marked Orientation Attendance List
- i) Correctly processed and shelved library materials

**4.0 PROCESS KPIs**

<b>KPI</b>	<b>Monitoring and Measurement</b>
Timeliness in admission process	Analysis of the percentage of the number of processed students' ID cards against the number of new students registered within the specified period.
Effectiveness of registration	Analysis of the percentage of errors in the registration details of new students registered.
Admission of qualified applicants	Analysis of admitted students against course admission requirements
Completeness of admission records	Analysis of admission records

**5.0 PROCESS INTERFACES**

- a) Internal Communication Procedure
- b) Meetings Procedure
- c) Filing Procedure
- d) Reprography Procedure

**6.0 LIST OF APPLICABLE RECORDS**

- a) Admission form
- b) New student registration form
- c) Students ID Register
- d) Change of course form
- e) Course deferment
- f) Registration form