



**DAVID MBITI WAMBULI TECHNICAL AND  
VOCATIONAL COLLEGE**

**P.O Box 3308-90100 Machakos Cell: 0743896827**

**Email: [davidwambulitvc@gmail.com](mailto:davidwambulitvc@gmail.com).**



**Quality Systems Policy**

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## 1. Introduction

### Scope

The Quality Systems Policy of DMWTVC documents the structure and design of the college's Quality Management System (QMS), the interconnectedness of the processes that constitute the system, and the operational arrangements which support the quality assurance activities and academic standards at the college.

### Stakeholders

The College Quality Systems Policy is intended as a guide and reference document for all departments and staff and should be read in conjunction with the College's policies, regulations, procedures and associated documents which include, but are not limited to, Strategic Plan, College Academic Policy and the Performance Contract.

## 2. Background Information

David Mbiti Wambuli T.V.C is a Government TVET Institution located in Wambuli village, Mbooni west Sub-county, Makueni County. The proposal of establishing the college started early in 2010. The government requested the local community to provide land for construction of the college. The area MP by then committed to allocate Ten million shillings from the CDF in addition to the government fund. The government through the tendering procedures approved the construction of college in 2012 by Admo Construction Company.

The community spearheaded by Taa Group proposed the college to be named in honor of Professor David Mbiti who donated the land. After completion of the college the government equipped the electrical workshops with machines, ICT workshop and office furniture. The college is located 15 km from Machakos town along Muvuti - Kali - Kikima route. It is 1.5 km from Mulaani market. It occupies 5 acres of land on a flat terrain. The college was officially opened in September 2018 and few students were admitted for Electrical and Electronics engineering. The college is managed by a board of governors (BOG) appointed by the cabinet secretary TVET as stipulated by the TVET Act (2013).

### 3. Quality Management System

#### 3.1 General Requirements

The College acknowledges that:

- (a) The members of the College community are collectively responsible for maintaining and enhancing the quality of its academic programs and for improving the quality of the trainee learning experience.
- (b) There is trainee involvement, participation and regular formal feedback in academic program development, monitoring and review.
- (c) Academic programs and quality assurance mechanisms are subject to internal and external peer evaluation and review, involving consultation with trainee, TVETA and other stakeholders.
- (d) Academic program quality will be judged based on a collection of evidence, and not on any single piece of evidence.

These principles will underpin College's approach and modus operandi in as far as this Policy is concerned.

#### 3.2 Documentation System

The QMS is represented by a comprehensive documentation system which includes all the processes, policies, and controls which ensure that the college meets the expectations of stakeholders. Thus every claim of quality will be backed by verifiable evidence.

#### 3.3 Quality Audit

The college will conduct internal and external quality audits from time to time. These are intended to ensure that the college adheres to the set minimum thresholds and effectively stays on the course.

### 4. Management Responsibility

#### 4.1 Management Commitment

The College provides evidence of its commitment to the development and implementation of the QMS by:

- 1) Meeting customer needs, as well as, statutory and regulatory requirements;
- 2) Displaying openly the Quality Policy;
- 3) Presenting the Quality Policy and Quality Objectives to all members of staff including new members of staff at the orientation of such staff members; and
- 4) Reinforcing Management's commitment to a robust QMS through communication at all levels of the College.

## 4.2 Trainee Focus

The senior management of College shall ensure that trainee needs and expectations are determined and achieved. The senior management shall ensure that trainee expectations and knowledge acquisition is a continuous focus in the management reviews and open communication with employees and other stakeholders.

## 4.3 Quality Policy

The Quality Policy shall be displayed openly as a clear reminder of the institution's focus and commitment. The Quality Policy is as follows:

### **The Policy Statement**

DMWTVC will position itself at the forefront of the national tertiary education thrust to create a productive and resilient workforce that is committed to innovation and entrepreneurship and meets the current and future challenges of a globalized economy. It is the policy of DMWTVC to support the development of a transformative culture of lifelong learning that stimulates the intellectual capacity of trainees, department, staff and all stakeholders to create opportunities for personal and professional growth; success, and meaningful contribution to national development.

**To achieve its institutional purpose and meet or exceed the expectations of its stakeholders it is the policy of DMWTVC to be:**

### **Mission-Driven**

DMWTVC adopts a future-focused approach to the allocation of resources to facilitate the development of high-quality, industry-aligned higher education programs, applied research initiatives and profitable commercial enterprises in priority areas for national development that are reflected in the college's mission and envisioned in TVET 2013 ACT.

### **Results Oriented**

The College will maintain a systematic approach to assessing organizational effectiveness that includes institutional research which produces actionable information and strategies for improvement; and provides verifiable evidence for independent external review.

**DMWTVC will strive to consistently demonstrate:**

### **Stakeholder Engagement**

The college will demonstrate commitment to internal and external stakeholders by investing in its trainees and staff and building partnerships that empower stakeholders to influence the strategic direction of the College.

### **Commitment to Continuous Improvement**

The College will demonstrate its commitment to quality by maintaining a robust internal QMS that is aligned to internationally accepted standards of excellence and by conducting periodic reviews to improve the effectiveness of the QMS.

## 6. Teaching, Learning, Research and Related Services (Core Mandate)

### 6.1 Academic Structure

The training within the college is organized into academic departments with each department having a head. The training is geared towards imparting knowledge, skills and attitudes to equip trainees for the industry, national development and entrepreneurship.

### 6.2 Class Attendance

- i) The trainers shall ensure that they utilize at least 95% of the class hours allocated for each lesson.
- ii) The trainees will be required to attend at least 80% of the total class hours per term to be allowed to sit for the end-of-term exams.
- iii) Each trainer shall maintain a class attendance register which will serve as evidence for trainee class attendance.
- iv) The trainees' class rep will maintain a complementary attendance sheet which shall be signed by both the trainees and the corresponding units' trainers.

### 6.3 Evaluation

Trainee performance will be evaluated using:

- i) Continuous Assessment Tests (CATs)
- ii) End of Term Exams
- iii) External exams (KNEC, KASNEB, NITA and CDACC)
- iv) Practicals
- v) Projects

65% will be the standard pass mark for the aggregated unit marks.

#### 6.3.1 Setting of Exams

- i) The end of term exams shall be set by the end of week 8 of each semester and submitted to the respective heads of department.
- ii) Exam moderation shall take place at least 2 weeks to exams.
- iii) A standardized Table of Specifications (TOS) shall be used in the setting and moderation of exams.
- iv) Stringent exam supervision and invigilation shall be enforced. The college will adopt ZERO cheating policy.
- v) After the results are released, the heads of academic departments will compile and release an analysis of the departmental results while the registrar will release the college overall exam results analysis.

## 7. Management Information Systems

The college is committed to progressively automate the following processes and routine tasks:

- i) Trainee admission
- ii) Finance and Accounts
- iii) Exam Administration
- iv) Timetabling
- v) Control of Human Traffic in and out of College
- vi) Security and Surveillance