

RECOMMENDATIONS FOR CONTINUAL IMPROVEMENT OF THE QMS DOCUMENTATION

Name of Public Institution: CHUKA UNIVERSITY. Fin. Yr: 2015/2016

SN	AREA	ACTION	Date
1	ALL	Review the ISO QMS to ensure regulations comply with Article 10 of the Constitution. All HODS to peruse the SOPs and submit requests for revision before 29 th February, 2016. Recommended requests will be adopted and discussed in the next MRM for possible incorporation in the QMS Manual.	2/12/2015
2	DICT	Change Code CSICT to DICT and adopt new master list of records	30/3/2016
3	DCOM	Change code CSICT to DCOM and adopt new master list of records	30/3/2016
4	DICT	-Amend CU/SOP/DICT/38 and add process for ICT equipment repair <ul style="list-style-type: none"> • ICT equipment maintenance • Updating website • Providing technical specifications • Creating, updating and de-activating user accounts -Update the administrative structure	30/3/2016
1	University Quality Objectives	Quality Objectives for the Entire University	Revised and incorporated in the Quality Manual
2	Departmental Quality Objectives	-Environmental Studies & Resources Development -Examinations & Timetabling -Library Services -Registration & Admission Coordination -Administration, Finance, Planning & Development -Finance Processes -Procurement Processes -Security Processes -ICT Processes -Quality Assurance & Performance Contracting Processes	Revised, approved and incorporated in the SOPs on 16/3/17