|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Process** | Students Welfare Services | | | | | | | |
| **Purpose** | Ensure efficient and supportive welfare services to theStudents of JOOUST. | | | | | | | |
| **Output** | Motivated student population | | | | | | | |
| **S/No** | **Activities** | **Inputs** | **Risks** | **Risk Level** | **Risk Impact** | **Mitigation** | **Opportunity** | **Action** |
| 1 | Work study programme | Personnel | Unqualified staff | Low | High | Employing qualified | Have records | Automation |
|  |  | Time | Lack of finance |  |  | staff | computerised | Training |
|  |  | Finances | Undeserving students |  |  | Training existing staff | Train staff |  |
|  |  | Stationery |  |  |  | Carrying out students |  |  |
|  |  |  |  |  |  | needs assessment |  |  |
|  |  |  |  |  |  | Budget provision |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 2 | Student Disciplinary Administration | Personnel | Lack of enough staff | Medium | High | Train existing staff | Training | Training |
|  |  | Time | Unqualified staff |  |  | Employ additional and |  |  |
|  |  | Stationery | Students unrest |  |  | qualified staff |  |  |
|  |  |  | Poor investigations |  |  | Inform members in time |  |  |
|  |  |  | Lack of quorum |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3 | Election of student leaders | Personnel | Unqualified satff | Medium | High | Train existing staff | Training | Training |
|  |  | Stationery | Lack of stock/finances |  |  | Timely reoders | Recruitment |  |
|  |  | Time | Disapproval |  |  | Employ qualified staff | Adoption of best |  |
|  |  | Finances | Students unrest |  |  | Budgetary allocation | practices |  |
|  |  | Approval |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 4 | Handling of students complaints | Personnel | Unqualified staff | Medium | Low | Train existing staff | Training | Training |
|  |  | Time | Lack of stock |  |  | Employ qualified staff | Adoption of best |  |
|  |  | Stationery | Uncooperative students |  |  |  | practices |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 5 | HELB Loans & Bursaries | Personnel | Unqualified staff | Medium | High | Train existing staff | Training staff | Training |
|  |  | Time |  |  |  | Employ qualified staff |  |  |
|  |  | Stationery |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 6 | Educational Trust Funds & Bursaries | Personnel | Unqualified staff | Medium | Low | Timely stock | Training | Training |
|  |  | Stationery |  |  |  | Train existing staff |  |  |
|  |  | Time |  |  |  | Employ qualified staff |  |  |
|  |  |  |  |  |  |  |  |  |
| 7 | Formation of Clubs & Associations | Personnel | Unqualified staff | Low | Low | Timely stock | Training | Training |
|  |  | Stationery | Lack of stock |  |  | Train existing staff |  |  |
|  |  | Approval |  |  |  | Employ qualified staff |  |  |
|  |  | Time |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 8 | Organising SAJOOUST Events | Personnel | Unqualified staff | Low | High | Timely stock | Training | Training |
|  |  | Time | Lack of stock/finances |  |  | Train existing staff | Best practices |  |
|  |  | Finances | Disapproval |  |  | Budgetary allocation |  |  |
|  |  | Approval |  |  |  |  |  |  |
|  |  | Stationery |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 9 | Organising student funeral | Personnel | Unqualified staff | Low | High | Timely stock | Training | Training |
|  |  | Staionery | Lack of stock/finaces |  |  | Train existing staff | Best practices |  |
|  |  | Approval | Students unrest |  |  |  |  |  |
|  |  | Time |  |  |  |  |  |  |
|  |  | Finances |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 10 | Student counselling | Personnel | Unqualified staff | Low | Medium | Timely stock | Training | Training |
|  |  | Time | Lack of stock |  |  | Train existing staff | Best practices |  |
|  |  | Stationery |  |  |  |  |  |  |