



THE KISUMU NATIONAL POLYTECHNIC

www.kisumupoly.ac.ke

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14/12/2020

CIRCULAR TO PARENTS/GUARDIANS/SPONSORS -DECEMBER, 2020

• **TERM DATES AND REGISTRATION**

- 1.1. The Polytechnic breaks on **Friday, 18th December 2020**, For Christmas holidays and will resume on **Monday 4th January 2021** for trainees currently in session.
- 1.2. ALL first years and trainees currently on industrial attachment are expected to report online as from **25th January 2021 to 14th February 2021**. Thereafter report in person (physical reporting) on **Monday 15th February, 2020**.
- 1.3. ALL first years and trainees currently on industrial attachment **MUST** report online.
NOTE: Online reporting is not pegged on fee payment however; tuition fee must be paid for you to attend classes.
- 1.4. **Classes will commence on 17th February, 2021 at 8.00 am**. Trainees are expected to register with their respective departments upon arrival. **No Registration of trainees will take place over the weekend**. Trainees **MUST** report back during the official working hours.
- 1.5. The last date for **admission and registration of new trainees; registration of continuing trainees, deferment and change of course** will be strictly on **Monday, 1st March, 2021 at 4pm**. Those who will not have **registered or deferred or changed their course** programmes by **Monday, 1st March, 2021 at 4pm**. will be assumed to have voluntarily withdrawn from their courses.
NOTE: (i) THERE WILL BE NO REGISTRATION, DEFERRAL AND CHANGE OF COURSE AFTER Monday, 1st March, 2021 at 4pm.
(ii) CHANGE OF COURSE WILL BE DONE AT A FEE OF Ksh.500.
- February, 2021 intake for all courses is currently ongoing and will end on **Wednesday 10th February, 2021**.
- 1.6. Continuous Assessment Tests (CATs) for all trainees will be on the **6th week** of opening. Special exams will be on the **2nd week** of opening.

All sponsors and trainees are advised to observe the relevant dates.

I wish to thank all the parents/sponsors/guardians for their financial support which has enabled us to go through the term and make a special appeal to them to pay fees on time to enable learning to continue as scheduled. However, it is with deep concern that some do not honor their pledges. All trainees are encouraged to apply for HELB loan and Bursary to ease fee payment burden.

- **POLYTECHNIC FEES**

- 1.7. **The Current Fees Structure (2020-2021)** is posted in our website. However, **Fee structure may be revised where applicable.** Visit www.kisumupoly.ac.ke or email info@kisumupoly.ac.ke or registrar@kisumupoly.ac.ke or call **0723446773** for any enquiries.
- 1.8. **All Cheques and Money Orders should be addressed to the Kisumu National Polytechnic. All fees must be paid in full at the beginning of the term.**
- 1.9. **Payments should only be made in any of the following ways.**
 - 1.9.1. **Banker's cheques**
 - 1.9.2. **Cash deposit into any one of the following bank accounts of Kisumu Polytechnic.**
 - I. **Kenya Commercial Bank (KCB) Account No. 1103855980 Kisumu Branch**
 - II. **Co-operative Bank Account No. 01129012042200 Kisumu Branch**Ensure that the deposit slip bear the following details:- Name of trainees in full (No abbreviation) and Registration/ Admission Number.
- 1.10. **Personal cheques or Cash Payments will NOT be accepted in the institution.**
- 1.11. **We do accept KCB Mtaani or Coop Kwa Jirani or Postbank Mashinani deposit slips.**

2. BOARDING

- 2.1. Due to Covid - 19 social distancing protocol, the hostel bed capacity has drastically reduced and therefore the available spaces are reserved for trainees with special needs.
- 2.2. External accommodation is available within the vicinity of the polytechnic and sponsors/parents are asked to make individual arrangements with such places.

3. CATERING

- 3.1 The polytechnic meals are provided on PAYE (Pay As You Eat) system. Trainees who wish to get their meals from the polytechnic dining hall must pay using the buy goods till number **5509319** to access meals.

4. MEDICAL

- 4.1 Polytechnic has a clinic where minor medical cases are attended to and first aid is offered to trainees. However, when a medical case is referred for further attention or hospital admission, the **parent/guardian is required to take charge and responsibility.**

5. INDUSTRIAL ATTACHMENT

- 5.1. **Trainees are reminded to call the attachment office immediately they get attached.** This will enable the Polytechnic to organize for their assessment. The attachment is mandatory and commences as may be dictated by the attachment provider.
- 5.2. **No trainee will be registered to sit KNEC Module II or III if they did not proceed for attachment at the end of training in Module I or II respectively.** Such trainees will not have form **REF 2102(Clearance Form)** signed by the ILO to obtain the result slip of the lower Module.

- 5.3. **Certificate trainees and Higher National Diploma trainees are supposed to go for one industrial attachment while Diploma students are supposed to go through two attachments in order to gain 330 Hours and 660 Hours respectively.**

6. EXAMINATIONS

All trainees are advised to read and be conversant with latest edition of the Academic Policy. The Policy is available in the Library and with the Heads of Department. The July 2020 candidates currently in session are scheduled to sit for their Kneec examinations from 18th January 2021 to 12th February 2021

6.1. Internal Examinations

6.1.1. **Trainees who fail internal examinations are not eligible for end of course examinations set by KNEC. Consequently, those who fail end of stage examinations are advised to repeat the year. However, referred cases are usually given an opportunity to sit supplementary examinations at a fee of Kshs. 380 per paper. The supplementary/special examinations are scheduled to be done during the 2nd week of the term after opening.**

6.1.2. **Internal Examinations** at the Polytechnic will only be administered to trainees whose registration is **up to date**. All the sponsors/parents are hereby notified to honor their pledges on fees prior to periods of examinations.

6.2. External Examinations- The Kenya National Examinations Council (KNEC)

6.2.1. General Information

Provisional examination fees are as included in the fee structures and can be downloaded from the Polytechnic website www.kisumupoly.ac.ke or KNEC website www.knec.ac.ke. Where in doubt, do not hesitate to contact the Examination Officer at The Kisumu National Polytechnic through **0723431888**.

March series examination fees should be paid before end of September and July series should be paid before end of January.

6.2.2. Examination Projects

KNEC Candidates for the March and July SERIES will submit projects in three milestones. Plan and act early for your convenience.

6.2.3. Confirmation of KNEC Registration

KNEC confirms the registration of candidates through an SMS text. Candidates are therefore advised to provide their mobile numbers to KNEC, **through examination office**, for this exercise to be efficient.

6.2.4. Social Work Oral Examinations

Trainees taking Diploma in Social Work Module III pay an additional Kenya Shillings Three Thousand (Kshs. 3,000) for Oral Examinations.

6.2.5. Exemptions

Trainees who have qualified for diploma course using their KNEC craft Certificate are exempted from respective Diploma Module I Examinations. However, they must pay to KNEC

an amount equivalent to the respective Diploma Module I Examination Fees for the Diploma Certificate to be issued by KNEC. This payment is made upon completion of module 3.

6.3. Kenya Accountants and Secretaries National Examinations Board (KASNEB) Examinations.

6.3.1. KASNEB registration, KASNEB ID card and other payable fees details for every respective programme are available at www.kasneb.or.ke or may be obtained from info@kasneb.or.ke.

6.3.2. The Polytechnic does not process the renewal of KASNEB Registration; trainees are therefore urged to process renewal of their annual registration with KASNEB on their own.

6.4. PROFESSIONAL QUALIFICATIONS

Professional body charges are as shown in the table below. **These charges are not part of the polytechnic fees.**

S/NO	PROFESSIONAL BODY	CHARGES (KSH)	TIMELINE FOR PAYMENT	REMARKS
1	Kenya Accountants and Secretaries National Examinations Board (KASNEB)	2000per course unit	upon registration	KSHS 2000 tuition fees per course unit
2	Kenya Institute of Supply Chain Professionals (KISM)	2000 course unit	upon registration	
3	Kenya Nutritionist and Dieticians Institute (KNDI)	12,000	upon registration	KSH.10,000/= for indexing to be paid on the REPORTING DAY and KSH.2,000/= for registration with Kenya Nutritionist and Dieticians Institute (KNDI)
4	Kenya Pharmacy and Poisons Board (KPPB)	1000	upon registration	for indexing (online) paid directly to KPPB within 30 days of registration in the institution
5	Kenya Medical Laboratory Technicians and Technologists Board(KMLTTB)	3700	upon registration	Kshs.2, 500/= for indexing and Kshs.1, 200/= for log book to the Kenya Medical Laboratory Technicians and Technologists Boardwithin 30 days of registration in the institution

7. DRIVING LESSONS

- Driving is open to **ALL** trainees at a cost of **KShs14, 775.00** (Fourteen Thousand Seven Hundred and Seventy Five Shillings only) for **Class B** Saloon cars for trainees who are 22 years and above in age. This is conducted by **Automobile Association of Kenya (AA) Kisumu Branch**. However, driving lessons are compulsory for trainees taking any course in **Automotive Engineering or Motor Vehicle Mechanics**.
- The trainees taking Automotive Engineering should buy a portable drawing board to enable them take drawing exercise without necessary being in the drawing room.

- c) Diploma and Craft Certificate trainees should buy SMP tables while Artisan Certificate in Motor Vehicle Mechanics trainees should buy a four figure mathematical table.

8. TRAINEES ENTERTAINMENT

Parents are requested to advise their sons and daughters on their conduct when they attend discos or entertainment spots outside the compound. The Polytechnic will not be involved whatsoever in any case or incidence that will involve the trainees and a third party during the event.

9. COVID - 19

The polytechnic has put in place measures to contain the spread of Covid - 19 pandemic.

- Masks must be worn appropriately at all times.
- Enough hand washing and sanitizing points have been installed
- Classes, hostels, halls, walkways, offices have been marked for social distancing.
- Isolation room has been put in place.

The polytechnic fraternity is advised to strictly adhere to the ministry of health Covid - 19 containment measures.

10. CONCLUSION

We advise the trainees to stay safe and avoid unlawful gatherings and behavior. Trainees must remain focused and studious and assist the parents in whatever way they can.

I WISH ALL TRAINEES, PARENTS/GUARDIANS/SPONSORS A MERRY CHRISTMAS AND HAPPY NEW YEAR.

Thank you



CATHERINE K KELONYE,

CHIEF PRINCIPAL/COUNCIL SECRETARY

