

PRINCIPAL’S CIRCULAR TO PARENTS/GUARDIANS AND SPONSORS

DATE: 7TH DECEMBER 2022

We have come to the end of the September-November term scheduled from 5th September to 25th November 2022. Please take note of the following:

1. TERM DATES AND REGISTRATION

- 1.1. The Polytechnic closed on **Friday, 28th October 2022 for first years**. Candidates who registered for November series KNEC Examinations completed the scheduled examinations by 25th November 2022. CBET and KASNEB Examinations are scheduled to end by 8th December 2022.
- 1.2. ALL Continuing trainees are expected to report back to the polytechnic for their second term commencing from 9th January to 31st March 2023. Continuing students will be expected to report online within the first two weeks of the term.
- 1.3. ALL continuing trainees **MUST** register with respective Head of Departments (HODs) before commencement of classes.
- 1.4. Classes will commence on **9th January 2023 at 8.00 am**.
- 1.5. Trainees should report back during the official working hours Monday to Friday 8.00am to 5.00pm.

All trainees, parents/guardians and sponsors are advised to adhere to the specific dates.

2. QUORUM FOR ACADEMIC PROGRAMMES

- 2.1. Applications for the January 2023 intake is ongoing up to 31st December, 2022.
- 2.2. Approval for admission to any academic program will be subject to vetting of the applicants by TKNP Academic Board.
- 2.3. Quorum of minimum 30 trainees will inform the decision to run any academic program, or else the program will be deferred to the subsequent intake that meets quorum.

3. POLYTECHNIC FEES

- 3.1. The fee per student in a year is **Kshs.56420**. Visit www.kisumupoly.ac.ke or email info@kisumupoly.ac.ke or registraracad@kisumupoly.ac.ke or call **0723446773 for any enquiries**.
- 3.2. Cheques should be addressed to The Kisumu National Polytechnic.
- 3.3. All fees must be paid in full at the beginning of the term.
- 3.4. Payments should only be made by Banker’s Cheques or Cash deposit into any one of the following bank accounts of Kisumu Polytechnic.
 - a. **Kenya Commercial Bank (KCB) Account No. 1103855980 Kisumu Branch**
 - b. **Co-operative Bank Account No. 01129012042200 Kisumu Branch**
 - c. **Equity Bank Account No. 0290280132380 Kisumu Branch**
- 3.5. Ensure that the deposit slip bears the Name of the trainee and the Admission number.
- 3.6. **KCB Mtaani or Coop Kwa Jirani or Postbank Mashinani deposit slips are accepted.**
- 3.7. All trainees are required to apply for HELB Loans and Bursary at the polytechnic HELB DESK domiciled at the office of the Dean of students to ease the burden of fee payment.

4. ACCOMODATION SERVICES

- 4.1. The polytechnic has **NO PROVISION** for hostel facilities. Trainees shall make individual arrangement with private hostel service providers within the proximity of the polytechnic. Where in doubt, do not hesitate to contact the office of Dean of students at The Kisumu National Polytechnic through 0735896573 or 0725573120.

5. CATERING SERVICES

5.1. Catering services are provided by an outsourced catering services provider on PAYE (Pay as You Eat) system at prevailing market rates.

6. MEDICAL SERVICES

6.1. The Polytechnic clinic offers first aid services for minor medical cases. However, cases that are referred for further attention or hospital admission will require the parent/guardian to take full responsibility and report back on the progress of the trainee.

7. INDUSTRIAL ATTACHMENT

7.1. Students 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.

7.2. No student 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 students will not have form REF 2102 (Clearance Form) signed by the ILO to obtain the result slip of the lower Module.

7.3. Certificate students and Higher National Diploma students 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.

8. EXAMINATIONS

8.1. All students are advised to read and be conversant with the Academic Policy (revised edition of 2021). The Policy is available at the Library and with respective Head of Departments.

8.2. Internal Examinations

8.2.1. All trainees are required to take termly internal examinations upon attainment of the minimum class attendance of 75% of the stipulated syllabus contact hours.

8.2.2. **Internal Examinations** at the Polytechnic will only be administered to students whose registration is **up to date**. All the sponsors/parents are hereby notified to pay fees fully prior to scheduled series of examinations.

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

8.3.1. General Information

Provisional examination fees are as included in the fee structure 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 **0723446773**.

8.3.2. Confirmation of KNEC Registration

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

8.3.3. Social Work Oral Examinations

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

8.3.4. Exemptions

Trainees who qualify for diploma course upon successful completion of KNEC Craft Certificate are exempted from the respective Diploma Module I course. 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 III.

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

8.5.1. 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.



8.5.2. 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.

8.6. PROFESSIONAL REQUIREMENTS

- 8.6.1. The subsidized fee for both Kenya Accountants and Secretaries National Examination Board (KASNEB) and Kenya Institute of Supply Chain Professionals (KISM) programs is as follows: **Kshs. 2,000.00 per course unit** for students registered in the Polytechnic per paper per level of Certified Public Accountant (CPA), Certified Secretaries (CS), Associate in Procurement and Supply of Kenya (APS-K), Certified Procurement & Supply Professional of Kenya (CPSP-K).
- 8.6.2. All trainees taking Nutrition & Dietetics course are required to pay an **additional Kshs.10,000/= for indexing to be paid on the REPORTING DAY and KSH.2,000/= for registration with Kenya Nutritionist and Dieticians Institute (KNDI) to be paid upon completion of the course.**
- 8.6.3. All trainees taking Pharmacy courses are required to pay an additional **Kshs.9, 000/=** for registration for stage 1 Board examinations with Kenya Pharmacy and Poisons Board (KPPB); this is done after KNEC exams and **Kshs.1, 000/=** for indexing (online).
- 8.6.4. All trainees taking Medical Laboratory Sciences are required to pay **Kshs.2, 500/=** for indexing and **Kshs.1, 200/=** for log book to the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).

9. ONLINE CLASSES

9.1. The polytechnic has introduced online courses for all Common units offered for first year students. The trainees are required to have a **SMARTPHONE and/or LAPTOP** for their individual use.

10. DRIVING LESSONS

10.1. Driving classes are open to **ALL** trainees at a cost of **Kshs. 13,950.00** (Thirteen Thousand nine hundred and fifty Shillings only) for **Class B** Saloon cars for persons aged 18 years and above.

11. ENGINEERING STUDENTS

- 11.1. All Engineering trainees are required to have the following mandatory requirements;
- Portable **A3 Drawing Board** to enable them take Technical drawing lessons effectively.
 - SMP Advanced tables.
 - Recommended Personal Protective Equipment (PPEs).

On behalf of The Kisumu National Polytechnic fraternity, I sincerely thank the parents/guardians, sponsors and all stakeholders for their support which has enabled us to go through the term successfully.

HAVE A BLESSED HOLIDAY SEASON

Thank you.



Catherine Kelonye
CHIEF PRINCIPAL/COUNCIL SECRETARY

