



The Kisumu National Polytechnic

Industry Succeeds

www.kisumupoly.ac.ke

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18/11/2021

PRINCIPAL'S CIRCULAR TO TRAINEES/PARENTS/GUARDIANS/SPONSORS -NOVEMBER, 2021

We have come to the end of the September-November term 2021. Please take note of the following:

1. TERM DATES AND REGISTRATION

1.1. The Polytechnic closes on **Friday, 19th November 2021**.

1.2. Continuing students who will be doing their November 2021 Series Examinations/ Assessments will have their examinations as shown below:

Examination/Assessment Body	Dates
Kenya National Examinations Council (KNEC)	17 th November 2021 to 17 th December 2021
TVET-CDACC	23 rd November to 8 th December 2021
National Industrial Training Authority (NITA)	Yet to release dates for examination
KASNEB	14 th to 17 th December 2021

1.3. **ALL first year students who reported in May 2021 will be on holiday from January 10th to 1st April 2022. They are expected to report for their third term on 3rd May 2022.**

NOTE: They should ensure that they submit copies of Examination/Assessment registration documents with their respective Heads of Department by 18th November, 2021. **The documents include copies of the following:**

- KCSE Result Slip/Certificate,
- ID Card and
- Birth Certificate.

1.4. ALL continuing only 3rd year students proceeding from attachment **MUST report online before arrival and then report to their respective HODs in the departments upon arrival** whether with or without fee balances. **CLASSES WILL COMMENCE ON 12th January, 2022 at 8.00 am.** No Registration of students will take place over the weekend. Students **MUST report back during the official working hours.**

NOTE: The online reporting portal will be activated on 1st December 2021 to 7th January 2022.

Applications for the January 2022 intake are ongoing.

1.5 Trainees reporting for the January 2022 intake are expected to report between 3rd to 5th January 2022.

1.6 All trainees are encouraged to apply for HELB loan and Bursary to ease fee payment burden.

2 POLYTECHNIC FEES

2.5 The Current Fees Structure (2021-2022) is posted in our website.. Visit www.kisumupoly.ac.ke or email info@kisumupoly.ac.ke or registrar@kisumupoly.ac.ke or call 0723446773 for any enquiries.

2.6 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.

2.7 Payments **should only** be made in any of the following ways.

2.7.1 Banker's cheques.

2.7.2 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 student in full (No abbreviation) and Registration/Admission Number.

Personal cheques or Cash Payments will NOT be accepted in the institution.

3 BOARDING

3.5 The Polytechnic accommodation is given on "first come first served" basis. The chances are limited. Boarding facilities are NOT transferrable.

3.5.1 Any resident student who accommodates another student or a visitor even for a single night will be ejected from the Polytechnic hostels and penalized an amount equivalent to a full term's boarding fees.

3.5.2 Ghost boarders will be penalized an amount equivalent to a full term's boarding fees.

3.5.3 It is mandatory to observe Polytechnic rules and regulations. Any boarder found violating **any of the polytechnic rules and regulations** will be ejected from the polytechnic hostels and denied boarding facility with immediate effect, and **will not be offered boarding in the subsequent terms during his/her period of study and may also face disciplinary actions including suspension.**

3.5.4 **It is illegal to cook in the hostel.** Any student found cooking will be ejected and denied boarding facility with immediate effect and will not be offered a chance to board in the subsequent terms for the rest of his period of study or training. Such student will be penalized an amount equivalent to a full term's boarding fees.

3.6 External accommodation is available within the vicinity of the polytechnic and sponsors/parents are asked to make individual arrangements with such places.

4 CATERING

4.5 The polytechnic meals are provided on PAYE (Pay as You Eat) system.

5 MEDICAL

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

6 INDUSTRIAL ATTACHMENT

6.5 **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.

6.6 **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.

6.7 **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.**

7 EXAMINATIONS

All students 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.

7.5 Internal Examinations

7.5.1 **Students 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.**

7.5.2 **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 honour their pledges on fees prior to periods of examinations.

7.6 External Examinations- The Kenya National Examinations Council (KNEC)

7.6.1 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 **0720555348**.

July series examination fees should be paid before end of May and November series should be paid before end of July.

7.6.2 Examination Projects

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

7.6.3 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.

7.6.4 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.

7.6.5 Exemptions

Students 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.

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

7.7.1 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.

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

7.8 PROFESSIONAL QUALIFICATIONS/ UFANISI SCHEME

This program is aimed at enabling students already registered at the Polytechnic undertake a second training program recognized by a relevant professional body at a subsidized rate. Parents/Guardians/Sponsors are therefore encouraged to pay the charged subsidized fees in addition to the registration fees charged by the relevant professional body.

7.8.1 CISCO AND ICDL CERTIFICATION

The Cisco Networking Certification and ICDL programmes' subsidized fee is as follows:

- a) **Kshs. 3,500.00** per level for students registered in the Department of Computer Studies and Mathematics.
- b) **Kshs. 4,000.00** per level for students registered in other Departments.
- c) **Kshs. 9,500.00** per level for students who are not registered in any other training Programme except Cisco Certification.

7.8.2 KASNEB/KISM

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:

- a) **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).

- b) Students who are not registered in any other training Programme are charged fees payable in full independent of this scheme.

7.8.3 SPECIALISED COMPUTER APPLICATION PACKAGES & FOREIGN LANGUAGES

The Specialized Computer Application Packages are charged as follows

- a) **Kshs. 2,000.00** per course for **Quick Books, Computer Aided Design (CAD), Computer Programming, Computer Web Design and Development and Computer Graphics.**
- b) **Diploma in Food and Beverage or Diploma in Secretarial Management** require instruction of at least German or French. These students will pay an additional **Kshs 2,000.00 to facilitate this component of training.**
- c) Students who are not registered in any other training Programme are charged fees payable in full independent of this scheme.
- d) All students taking Nutrition & Dietetics course are required to pay an **additional 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) to be paid upon completion of the course.**

7.8.4 MEDICAL RELATED COURSES

Students taking medical related courses should observe the following:

- a) All students taking Pharmacy courses are required to pay an additional **Kshs.9, 000/=** for registration for stage1 Board examinations with Kenya Pharmacy and Poisons Board (KPPB); this is done after KNEC exams and **Kshs.1, 000/=** for indexing (online).
- b) All students 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).

7.8.5 TECHNICAL DRAWING RELATED COURSES

All students taking technical drawing related courses should purchase a standard portable Technical drawing board (600X450X20 mm) from any reliable bookshop.

8 STUDENT ENTERTAINMENT

Parents are requested to advise their sons and daughters on their conduct when they engage in entertainment activities outside the institution. The Polytechnic will not be involved whatsoever in any case or incidence that will involve the students and a third party.

9 CONCLUSION

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

I WISH ALL TRAINEES, PARENTS/GUARDIANS/SPONSORS A BLESSED HOLIDAY.

THANK YOU



CATHERINE K. KELONYE,
CHIEF PRINCIPAL/COUNCIL SECRETARY