

THE KABETE NATIONAL POLYTECHNIC



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KNP/PRINCI/CIRC/059C/01

TO:

PARENTS, GUARDIANS, SPONSORS AND TRAINEES FOR JANUARY – MARCH 2022

PREAMBLE

We thank God for a successful term III (September – December 2021) which came an end on the 17th Dec 2021. I also wish to thank all stakeholders who supported us to make it through. I specifically appreciate Parents/Sponsors/Guardians who paid fees on time to enable timely training activities. I urge those with fees arrears to clear before the beginning of Term One 2022.

Following the release of the KNEC Examination July 2021 Series I wish to congratulate all the candidates for posting improvement in the overall performance. I urge all of you trainees to keep working hard as this is your core business while at the Polytechnic.

Worth noting also is that we have continued to prudently

use internally generated funds to

undertake repairs and renovations in various

areas to create learning and office spaces as well

as improve work environment to enhance service

delivery. For this FY 2021/2022, we have initiated

other development projects as per our

Master Plan such as the construction of Hospitality

Training Complex, Trainees Resource Centre,

Library and Administration Block.



UPCOMING PROGRAMMES FOR JANUARY 2022

THE Polytechnic will be offering Internally Examined courses as from January, 2022 and those who are qualified are encouraged to apply

✚ Geophysical Exploration Technology	level 6 (C- Diploma)	4 semesters
✚ Industrial Chemistry	Level 6 (C- Diploma)	4 semesters
✚ Office Management Technology	Level 6 (C- (Diploma)	4 semesters
✚ Health Records Information Technology	Level 6 (C- Diploma)	4 semesters

GRADUATION

The Polytechnic held her 3rd Graduation Ceremony on 29th October 2021 presided over by the PS State Department for Vocational and Technical Training whose theme was **Skills for Prosperity and Sustainable Development** during which 1843 graduands were awarded various Diplomas and Certificates.

I take this opportunity to congratulate the class of 2020



RESEARCH AND INNOVATION

The Polytechnic hosted National Entrepreneurship and innovation exhibition on 17th November, 2021 with a theme **SHIFTING FROM JOB SEEKING TO JOB CREATION** and the occasion was graced by the PS, State Department for Post Training and Skills Development. The trainees from the Polytechnic showcased their creativity in various fields.



The Polytechnic will hold a Second International Research Conference in March 2022 and trainees are encouraged to participate by exhibiting their innovations during the Conference

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CALL FOR PAPERS

2ND INTERNATIONAL RESEARCH CONFERENCE

THEME: LINKING RESEARCH, SCIENCE, TECHNOLOGY & INNOVATION WITH DEVELOPMENT IN AFRICA

Innovations, Research Papers & Exhibitions are invited under the following sub-themes:-

- Role of TVET in advancing Society through Research, Science, Engineering, Technology and Innovations.
- Green Technology for Accelerated Sustainable Development.
- TVET's role in Sustainable Blue Economy.
- Collaboration of Government, Academia and Industry for Accelerated Industrialization.

CONFERENCE DATES: 2ND - 4TH MARCH, 2022

VENUE: THE KABETE NATIONAL POLYTECHNIC

Key Dates:

- 4th January, 2022 - Deadline for submission of abstracts (250 to 300 words).
- 1st February, 2022 - Deadline for submission of full papers (Not exceeding 3500 words including abstract)
- 15th February, 2022 - Deadline for submission of Power Point Slides

PARTICIPANTS	EARLY BIRD REGISTRATION ON OR BEFORE 11 TH FEBRUARY, 2022	NORMAL REGISTRATION
E. AFRICAN STUDENTS	KSHS. 2,500	KSHS. 3,000
E. AFRICAN NON STUDENTS	KSHS. 4,000	KSHS. 5,000
OUTSIDE E. AFRICA	USD140	USD 150

Exhibition fee: Kshs. 10,000 only

SUBMISSION: Soft copies in MS Word; Line Spacing 1.5; all margins 1.5; align justified
FONT TYPE: Times New Roman Size 10
REFERENCE: APA: Provide Authors Full Contact; corresponding Author marked with an asterisk(*)
LANGUAGE: All Papers must be submitted and presented in either English or Kiswahili.
 Send Abstracts and Papers to: research@kabetepoly.ac.ke Visit our website: www.kabetepoly.ac.ke
PUBLICATIONS: All Abstracts accepted for the Conference will be published in the conference proceedings.
 Papers that meet the reviewers' approval after double-blind reviews will be published on the Polytechnic Scientific Journal.
PAYTO: Kabetepoly Account Name: The Kabete Polytechnic; Bank: Standard Chartered Bank A/C No. 0102096956201; For bank transfers, kindly note that the amount you transfer does not include any charges the bank levies. For wire SCBLKENXXX direct deposits should be made at transfer, the swift code is: least 4 working days before the conference commencement date. Participants are hereby informed to meet all bank charges for wiring their money to Kabete National Polytechnic, and a scanned copy of the wire transfer should be sent to email: research@kabetepoly.ac.ke

Correspondence: research@kabetepoly.ac.ke
 Conference coordinators: Ephantus Mugo on +254 723 485 570
 Dr. Consolata Mutisya +254 721 956 144
 Registrar +254 790 000 033

**KABETE NATIONAL POLYTECHNIC
INVITES SPONSORS TO SUPPORT THIS CONFERENCE**





REGISTRATION AND IMPORTANT TERM DATES

All Trainees are required to adhere to the term dates based on their admission period and comply with the attendance pattern of their training programs in order to address and limit interruptions of training.

i) First year Boarders will report on Monday **17th January 2022** while day scholars will report on **Tuesday 18th January 2022**.

ALL first years will be required, upon arrival to strictly adhere to the reporting schedule which was earlier attached to your letter of offer of admission and also provided on the Polytechnic's website.

ii) Activation for all continuing trainees will start on **Wednesday 19th January, 2022** to close on **Friday 21st January, 2022**. Any trainee who will not have reported by that date, will be assumed to have deferred their studies.

iii) Classes will commence on **Monday 24th January 2022 at 8.00 am**.

v) Any trainees deferring their studies in the forthcoming Term I (January -March, 2022) should inform the Registrar in writing through their respective Heads of Department by **Thursday 6th January, 2022**. **Note that no deferment requests will be accepted thereafter.**

For those whose deferment periods are over, you will be required to report first to your Head of Department on the opening date and thereafter to the Registrars' Office for re-enrolment.

Please note that if you deferred for more than one year you will be required to seek fresh registration as per the Polytechnics' Academic Policy.

Please Note:

✚ Results for End of Term/Stage examinations for BTEP programs will be released on **Friday 7th January, 2022** after which they will be accessible through the Trainee's Portal.

✚ Supplementary Examinations for End of Stage I and II will commence on **Thursday 20th January, 2022 and end on Friday 21st January, 2022**.

FEES PAYMENT AND INSURANCE COVER

The approved fee structure for each of the training programs can be downloaded from <https://www.kabetepoly.ac.ke/prospectus/FeesStructure.pdf> and must be paid as per the Polytechnic's fee payment guidelines.

(i) Fees for Term I 2022 must be paid in full at the beginning of the term.

(ii) It is evident that a good number of Trainees fail to register for KNEC or other external examinations due to non-completion of requisite fees. Consequently, the Governing Council has directed that payment of Polytechnic fee be done in two installments for programs lasting 3 terms and one installment for programs that last 2 terms. Therefore, effective this FY 2021/2022 all requisite fee must be completed before registering for external examinations. This therefore means that:

- Trainees whose academic year is 3 Terms (Module 1), or BTEP Year 1, will be required to pay fees for Term I and II at the beginning of the Academic Year, and pay fees for Term III and Examinations at the beginning of Term II and no fees will be paid in Term III.
- Module II and III trainees taking 2 terms will be required to pay fees for the two terms, at the beginning of Term I of the Academic Year and Examination Fees at the time of registration.

(iii) Trainees must note that to benefit from Government Capitation they must have been placed by KUCCPS, besides they must have updated and completed their registration process at the Office of the Registrar. Such trainees shall be expected to pay all the fee required less Government Capitation of KSh.30,000 (Thirty Thousand only).

(iv) Insurance Cover Fee per year is payable as indicated in the fee structure.

The fees is payable by depositing cash directly into the Polytechnic's Co-operative Bank Account. The bank details are as given below.

BANK DETAILS	
Account Name	KABETE NATIONAL POLYTECHNIC
Bank	CO-OPERATIVE BANK OF KENYA
Account Number	01129038542700
Branch	WESTLANDS
M-Pesa Pay Bill No: Account Number:	4084401 ADMISSION NUMBER
<i>NB. Indicate the Trainees Name and the Admission Number on the Deposit Slip</i>	

Note the following:

1. Personal cheques or cash are not acceptable.
2. The Tuition Fee is exclusive of Boarding, Examination and Professional Bodies' fees.
3. Needy students are encouraged to apply for TVET HELB LOAN and Bursary. Other forms of Bursaries are available in your respective CDF and County Government offices. For more information on HELB Loans and Bursary, please visit www.helb.co.ke.

ACCOMMODATION

Limited Accommodation is available at the Polytechnic. Booking for accommodation for new students will be done strictly through <https://forms.gle/cPh61BWVumi8WL89A> as from Thursday **6th Jan 2022** while continuing students booking will start on Monday 10th January 2022 through portal.kabetepoly.ac.ke

Trainees are advised to confirm availability of the hostel before paying the accommodation fee.

- ✦ The slots are only allocated upon payment of full tuition fees and priority will be given to persons living with disability.
- ✦ Trainees who will book hostels and fail to report for Term I 2022 on the indicated date will be considered to have forfeited their hostel spaces.

CATERING

The Polytechnic operates a Cafeteria System i.e., 'Pay as You Eat' which has incorporated a Cashless Payment System using the Equity Bank's Smart Cards. This technology allows Parents/Sponsors/Guardians to top up the credit on their son's/daughter's Cards using M-Pesa or direct bank deposits. Kindly continue to support the Trainees to purchase meals in the Polytechnic's cafeteria as they are safe and highly subsidized.

CHARACTER BUILDING AND DISCIPLINE

Parents/Guardians, we urge you to take an active role in mentoring your sons and daughters to become mature and responsible citizens ready to be accountable for their actions. Equally advise them to embrace dialogue in all circumstances. Kindly follow up on their performance while at the Polytechnic, support them financially and take keen interest in their activities while they are away from the Polytechnic. Our desire is to cultivate a culture of Coexistence and sustain the image of a Premier Polytechnic of top achievers in Africa and beyond.



Miss Kabete 2021



Departmental Football Match



Fashion Contest



*I wish you a Happy and Prosperous New Year 2022.
May The Lord Keep You and Protect You.*

JW Okumu The Principal

