



NAIROBI TECHNICAL TRAINING INSTITUTE

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23rd October, 2017

NEWSLETTER – NOVEMBER 2017

Dear Parent/ Guardian/Sponsor,

Happy December Holiday

The Third Term 2017 has come to an end and we give thanks to God. The Institute closes officially on Wednesday 25th October, 2017. The Candidates and those students undertaking End of Stage Examinations will resume classes on 1st until 24th November, 2017. All the other students will resume in January 2017.

A. END OF TERM THREE 2017 ARRANGEMENTS

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| • | Wednesday 25 th October, 2017 | Closing Day |
| • | Wednesday 1 st November, 2017 | All Candidates and Students sitting End of Stage Exams return |
| • | Friday 3 rd November, 2017 | Start of End of Stage Examinations |
| • | Monday 8 th January, 2018 | Opening Day, First Term, 2018 |
| • | Tuesday 9 th January, 2018 | Registration of New and Continuing Students |
| | | NOTE: Payment of fees is a requirement for registration |
| • | Wednesday 10 th January, 2018 | Classes Begin |
| • | Tuesday 16 th – Thursday 18 th January, 2018 | Supplementary / Special Exams for End of Stage Exams |

B. FEES PAYMENT

1. It is the obligation of every student to ensure that the required fees is paid promptly. Please note that fees is payable in full on or before commencement of each term and no student shall be allowed to register without paying fees. We ask Parents and Guardians to cooperate with the Institute on fees payment. Each student has been issued with a Fees Statement. Please ensure that you meet the conditions set in the Fees Statement. Fees **must** be paid on or before the Registration Date (Tuesday, 9th January, 2018). You are encouraged to pay fees before the Institute opens to avoid congestion both at the bank and in the institute. The Finance Office shall remain open throughout November and December during working hours except on Public Holidays.

2. Mode of Fees Payment

All students are reminded that fees should be paid into the Institute's Bank Accounts at any of the banks listed below:-

1. Cooperative Bank, Stima Plaza Branch A/C no. 0129070020700
2. National Bank, Harambee Avenue Branch, AC No. 0124103414700
3. Equity Bank, Ngara Branch, A/C NO. 0910263423332

Please note:-

- (i) **The Institute does not accept any cash payments.**
- (ii) **Any excess fees paid will be treated as a prepayment for the subsequent term.**
- (iii) **The Receipts on fees payment shall only be issued upon Bank Pay – In Slips being reflected on the Institute's Bank Account(s) Statement. The institute shall not be accountable for any payment that will not be reflected on the Bank Statement. Parents/ Sponsors are advised to make early payments before the Institute re – opens to allow such clearance.**

There has been a common practice by some students applying for a refund from the Institute immediately after paying tuition fees. This has been established as an avenue to drain funds from unsuspecting funding Organizations and Parents/ Guardians. Kindly take note that fees will not be refunded unless a student has completed the Course and refund shall only be to the Funding organization or the Parent / Guardian.

C. KNEC EXAMINATIONS

a) **KNEC JULY 2017 EXAMINATION RESULTS**

The above results were released on 27th September, 2017 and the Institute had a Mean Score of 51.55%. The Institute is committed to improve on this percentage.

b) **KNEC NOVEMBER 2017 EXAMINATIONS**

The above examinations are scheduled to take place from 1st to 24th November, 2017. Students are encouraged to download the timetable from the Kenya National Examinations Council Website (www.knec.ac.ke)

c) **REGISTRATION FOR KNEC JULY 2018 EXAMINATION SERIES**

All the students who will sit for the KNEC July 2018 Examinations will be required, upon payment of Tuition and KNEC Examination fees, to present registration documents to their respective Head of Department by Friday 2nd February, 2018 to facilitate registration. The documents required are:-

- (i) 1 Copy of KCSE Certificated or the latest KNEC Certificate attained
- (ii) 1 copy of Birth Certificate
- (iii) 1 copy of National Identification Card (ID)
- (iv) Ksh.100 for passport size photograph.

NB: The students must ensure that the documents presented for registration are legible.

D. ISO 9001:2015 CERTIFICATION

The Institute continuously strives to offer quality services to its stakeholders and train competent students for the job market. To ensure effectiveness and efficiency in its processes, the Institute was certified to ISO 9001: 2015 Standards by Kenya Bureau of Standards (KEBS) on 26th September 2017.

E. STRATEGIC PLAN

To provide a conducive learning/ working environment and maintain a competitive advantage, the Institute has embarked on developing the 2018 - 2022 Strategic Plan.

F. GRADUATION

The Institute held its 8th Graduation Ceremony on Friday 13th October, 2017. The Graduation Ceremony was successful and it was presided over by Dr. Dinah J. C. Mwinzi, CBS, Principal Secretary, State Department of Vocational and Technical Training, Ministry of Education. The number of Diploma Graduands were 654 and Certificate & Artisan 458 making a total of 1,112 Graduands who were conferred with various Diplomas and Certificates.

G. SPONSORSHIP

Various opportunities exist for needy students to seek for financial help. These include:-

1. Bursaries from Constituency Development Fund (CDF), from the various constituencies
2. Scholarships from NGOS, Churches and Individuals.
3. TVET Bursaries from the Government through HELB. Students are reminded that HELB requires all Applicants to have a KRA PIN Number. The KRA Pin can be obtained online. Students are further encouraged to consult the Office of the Dean of Students for more information on HELB Bursaries.

H. INDUSTRIAL ATTACHMENT

There will be a total of **454** Students proceeding for Industrial Attachment from January to March 2018, as shown below:

S/No	Department	No. of Students
1	Liberal Studies	05
2	Information Communication Technology	50
3	Institutional Management	62
4	Mechanical & Chemical Engineering	36
5	Electrical and Electronic Engineering	220
6	Automotive Engineering	33
7	Business Studies	44
8	Health & Applied Science	--
9	Entrepreneurship Studies	04
TOTAL		454

I. STUDENTS GOVERNING COUNCIL (SGC)

The by-elections for Students Governing Council were held on 5th September, 2017. The SGC provides a link between the student community and the administration of the Institute. The SGC Leadership Training workshop was held from 22nd to 23rd September, 2017 at Wida Highway Motel.

J. CLUBS AND SOCIETIES

Students participate in clubs and societies that expose them to the diverse Kenyan environment and societies. On 29th September, 2017 we held a successful Cultural day event where the students show cased their talents. The termly prayer meeting will be held on 2nd November, 2017.

K. GAMES AND SPORTS

There will be Inter – departmental Athletics Competition in February 2018 and the winners will proceed to National Competitions in March 2018.

L. DRAMA

The institute will participate in the Regional Drama Festivals which will be held in March 2018 and later proceed to the Nationals which will be held in Nairobi in April 2018

M. DRESS CODE

All students **MUST** dress decently and observe personal hygiene at **ALL** times. Parents/ guardians are requested to support the institute in advising their sons / daughters on the same.

Finally, we wish you a Merry Christmas and a Happy New Year.

With Regards,



FREDRICK M. MAGUA
PRINCIPAL