

**THE NYANDARUA NATIONAL POLYTECHNIC**  
**P. O. Box 2033 20300**  
**NYAHURURU**

## **AUGUST 2024 NEWSLETTER**

**DEAR PARENT/GUARDIAN**

We have come to the end of term successfully and we are grateful to God for bringing us this far. I would like to thank you most sincerely for your support and for choosing Nyandarua National Polytechnic to equip your son/daughter with skills for empowerment. Our commitment to provide quality services as guided by our quality policy remains. I wish to highlight the following issues:

### **RESUMPTION OF TRAINING**

As you are aware, the MoE has directed that training in TVET institutions should continue throughout the year without designated breaks. Consequently, the polytechnic will be operating on a trimester basis comprising of three semesters. The third semester for the 2024 academic year begins on 26<sup>th</sup> August 2024.

**All** continuing trainees are expected to register online for the new semester as from this date and not later than Monday **2<sup>nd</sup> September 2024**. Any trainee who fails to report by this date will be deemed to have deferred their studies and will be required to make an official application for deferment. Continuing trainees are expected to report physically to the Polytechnic on Monday, **2<sup>nd</sup> September 2024**.

Training and learning will start on Monday **2<sup>nd</sup> September 2024**.

New Trainees are expected to physically report from **Wednesday, 4<sup>th</sup> September 2024**.

### **PORTFOLIO OF EVIDENCE**

The implementation of the CBET curriculum requires the maintenance of a Portfolio of Evidence (PoE) which is a record of the trainee learning progress also known as Formative assessment. It will also require the use of instructional guides and workbooks all of which will require printing.

Consequently, parents and guardians are advised to provide the following for this purpose:

- Two reams of photocopying papers
- 1 spring file and 1 PoE album or a flash disk for the photos and videos

Note that it is the responsibility of the trainee to continually update and safely maintain their PoEs whether in hard or soft copies

It is important for all students to bring all other departmental training materials as guided by their respective departments.

The trainees who are under KNEC and other programs will continue as scheduled until they complete their courses.

### **CBET TRAINING AND ASSESSMENTS**

CBET assessment consists of both formative and summative assessment. Trainees will register for the units of competence offered in their respective teaching departments under the guidance of

trainers and heads of teaching departments. Trainees must complete their formative assessments in order to qualify for summative assessment which shall be administered on completion of the unit of competence.

Assessment fees for the respective units of competence shall be communicated from the Examinations office and the heads of teaching department. Assessment fees shall apply to summative assessments only.

## **DEFERMENT AND CHANGE OF COURSE**

Trainees who wish to defer or change their courses should do so not later than the end of the second week from the beginning of the term. No deferment or change of course will be allowed after this deadline.

## **FEES PAYMENT**

I would like to thank most of you for meeting your obligations in fees payment. This has contributed greatly to our being able to improve the learning environment for the trainees and trainers. However, some trainees have some fees arrears and this has slowed our operations. I wish to draw your attention to the **New Government Education Funding Model**. This affected all the trainees who joined as from September 2023 and any other intake moving forward. For other trainees they will continue with the old model. The government provides educational loans through the Higher Education Loans Boards (HELB), as well as the government scholarship, please, encourage your sons and daughters to take advantage of this fund to ensure that they do not accumulate fees arrears. All trainees are eligible for this loan. Parents are also advised to explore all other possible sources through CDF and SCHOLARSHIPS to minimize training disruptions due to fees arrears.

All parents/guardians are advised to pay institutional fees in time to avoid unnecessary inconveniences. However, **all the fee arrears should be cleared before the proceeding term.**

Kindly note that, Parents/Guardian can pay the specified terms fee in installments after clearing the arrears as follows;

1. **50%** on admission/reporting during the first month of the term.
2. **30% on or before 10<sup>th</sup> day of the 2<sup>nd</sup> month of the term.**
3. Clear the remaining balance of **20% on or before 10<sup>th</sup> day of the third month** to enable the trainee to generate the exam card.
4. No trainee will be allowed to **sit for end of term examinations, register for KNEC examinations, CDACC examinations and summative examinations, or attend classes without clearing the arrears and paying the required fees instalments as guided above.** The fee structure and a copy of this newsletter can be accessed through the trainees' portal, parent's phones (through the link provided) and from the polytechnic's website. Fees should be deposited in the Polytechnic's bank account at **Nyandarua National Polytechnic Equity Bank Nyahururu branch Account No. 0160296471157** **Bank slips should then be presented to the accounts office for issuance of a receipt.**

**Please check regularly when the HELB portal is opened.**

## **EXAMINATIONS AND ASSESSMENT FOR TERM 2 2024**

This term we had both internal and external examinations. They were administered in strict adherence to the standards and procedures provided in the academic policy and our quality standards manual. Parent/guardian are encouraged to discuss the term 2 results with their son / daughter immediately the results are released before opening dates of next term. The examinations were as follows

1. Registration of November 2024 KNEC exams (ongoing)
2. March/April 2024 KNEC exam and CDACC exams and NITA examination results were released in June. The result slips are available at the registry.
3. Internal exams / CBET formative examination were done between 12<sup>th</sup> August to 16<sup>th</sup> August 2024.
4. CBET summative exams between 29<sup>th</sup> July to 9<sup>th</sup> August 2024.
5. July KNEC exams, CDACC exams and NITA exams were done between 15<sup>th</sup> July to 16<sup>th</sup> August 2024

**The Polytechnic has continued to register positive improvement in all the courses. However, I wish to request your support in discussing and encouraging your son/daughter to work harder and remain focused on their academic goals in order to improve individual performance**

All trainees are expected to be in their homes immediately after completing their examinations.

**TERM TWO MAY-AUGUST 2024 ILO SUMMARY REPORT**

<b>ACTIVITY</b>	<b>CLASS</b>	<b>START DATE</b>	<b>END DATE</b>	<b>STATUS</b>	<b>REMARKS</b>	<b>OUTCOME</b>
Attachment	AAE 23M	May-24	Aug-24	Successful	Relevant skills acquired in the industry	Trainees that have skills that meet the labour market requirement
Attachment	ABT23 M	May-24	Aug-24	Successful		
Attachment	AEI 23m	May-24	Aug-24	Successful		
Attachment	AFB 23M	May-24	Aug-24	Successful		
Attachment	APLU 23M	May-24	Aug-24	Successful		
Mentorship	BT 22S	May-24	Aug-24	Successful		
Attachment	CAE 23M	May-24	Aug-24	Successful		
Attachment	CBT 23M	May-24	Aug-24	Successful		
Attachment	CCA23M	May-24	Aug-24	Successful		
Attachment	CCIT23M	May-24	Aug-24	Successful		
Attachment	CEE 23M	May-24	Aug-24	Successful		
Attachment	CFB23M	May-24	Aug-24	Successful		
Attachment	CGA 23M	May-24	Aug-24	Successful		
Attachment	DAE 23 M	May-24	Aug-24	Successful		
Attachment	DBT 23 M	May-24	Aug-24	Successful		
Attachment	DCA/23M	May-24	Aug-24	Successful		
Attachment	DCE23M	May-24	Aug-24	Successful		
Attachment	DICT 22M	May-24	Aug-24	Successful		
Attachment	FD23M	May-24	Aug-24	Successful		
Attachment	PLU23M	May-24	Aug-24	Successful		
Attachment	SLT23M	May-24	Aug-24	Successful		

## CO-CURRICULAR ACTIVITIES

### GAMES & SPORTS EVENTS FOR TERM 2 2024.

This term, our trainees participated in a number of friendly matches as shown below. The trainees should be encouraged to better their talents as they also excel in their academics.

#### NYNP TERM 2- 2024 GAMES EVENTS/ACTIVITIES

	ACTIVITY	MONTH	VENUE	RESULTS
1	MT. KENYA WEST- REGIONAL ATHLETICS	MAY	MURANG'A TEACHERS TRAINING COLLEGE	POSITION 3 OVERALL 20 MEDALS-& 2 INDOOR TROHIES. (Badminton & Table Tennis-Position 3) 15 ATHLETES PROCEEDED TO NATIONALS
2	NATIONAL ATHLETICS CHAMPIONSHIPS	MAY	BUSHIANGALA TTI- KAKAMEGA	2 BRONZE MEDALS- 5000M MEN & 10KM POSITION 2- FLOORBALL MEN
3	MT. KENYA WEST BALLGAMES-SEASON 1	MAY-JUNE	NYNP-(HOST)	POSITION 3 IN THE REGION POSITION 3 IN BASKETBALL MEN, SOCCER MEN & NETBALL. POSITION 1- SOCCER WOMEN- (Qualified for Nationals)
4	NATIONAL BALLGAMES COMPETITIONS	JUNE	ELDORET N.P	SOCCER WOMEN TEAM- (Quarter Finals) Ranked Position 5 Nationally

## HOME ACTIVITIES

	<b>ACTIVITY</b>	<b>MONTH</b>
1	RUGBY MATCH-AGAINST LAIKIPIA UNIVERSITY	MAY
2	2- CHESS TOURNAMENTS	JUNE & JULY
3	KARATE GRADING	JULY
4	5-TRAINERS VS TRAINEES SOCCER TOURNAMENTS	JULY

The events enhanced the trainer –trainees, and trainee-trainee, inter-personal relationships that improves their social abilities as they showcased their talents and the pride of various Kenyan tradition

## **ACTIVITIES CARRIED OUT BY NyNP SCOUTS (MAY - AUGUST 2024)**

The recruitment of more members in the association continues very term. The activities lined up were conducted with discipline and respect as the key objective of the association, parents /guardian should advice and encourages their sons/ daughters to join.

Below are activities conducted by the Scouts Association between May and August 2024

### **SCOUTS ASSOCIATION DESK**

<b>S/NO</b>	<b>DATE</b>	<b>ACTIVITY</b>	<b>VENUE</b>	<b>REMARKS</b>	<b>OUTCOME/ RECOMMENDATIONS</b>
<b>1.</b>	30 <sup>th</sup> May – 2 <sup>nd</sup> June, 2024	Investiture Training	Rowallan Scouts Camp Centre - Nairobi	50 rovers attended the training. 35 novices were invested and 15 rovers were badge finders and helped the novice to have an easy transition.	We encourage to have more scouts on board so that we can invest more scouts every term.
<b>2.</b>	14 <sup>th</sup> June – 16 <sup>th</sup> June, 2024	County Scouts Competition	Nyandarua National Polytechnic	Nyandarua National Polytechnic participated in the county competition having 5 crews. 2 crews for the ladies and 3 crews for the men. They all proceeded to the next level	More training and exposure will help the scouts to improve on the quality of their projects and answering of scouts bass questions. Nyandarua National Polytechnic was the host of the competition. This saw 700 primary and high schoolers from the Nyandarua County present.
<b>3.</b>	5 <sup>th</sup> July – 7 <sup>th</sup> July, 2024	Regional Scouts Competition	Nyandarua National Polytechnic	Nyandarua National Polytechnic participated and 2 crews for the ladies proceeded to the next level. For the men, they participated in the drills category competitions. At the climax of the event, The Nyandarua County governor was	The event was successful since we were the host. This saw 2100 participants present from the six counties ( Nyandarua, Nyeri, Murang'a, Kirinyaga, Laikipia and Kiambu) present. It was a good exposure for the primary and high schooler to experience the hospitality of the institution.

				present as the Chief Principal was invested officially into the Scouts Movement	
4.	3 <sup>rd</sup> August – 6 <sup>th</sup> August, 2024	National Scouts Competition	Rowallan Scouts Camp Centre - Nairobi	The men participated in the drills category and emerged position 2 nationally. The ladies participated in the project category and tried their best. The next level will be the East Africa Competition.	There was so much learning and interaction that took place. There were 600 crews present from all over the county. Nyandarua National Polytechnic made sure they excelled in the activities and so friendship growing many the primary and high schoolers and it was a good way of marketing the institution.



**STUDENTS WELFARE--DEANS OFFICE**  
**Activities Done MAY -AUGUST**

S/NO.	DATE	ACTIVITY	VENUE	REMARKS	OUTCOME / RECOMMENDATION
1	18 <sup>th</sup> to 21 <sup>st</sup> April, 2024	Student leaders outreach	Tiret Riverside Resort in Eldoret	Successful - but the Student president and his deputy were absent	-The students' leaders got very good exposure. -Retreat days were few given the planned events
2	14 <sup>TH</sup> MAY 2024	Opening prayer meeting	Graduation square	Successful	Attendance of staff and students still very low. -More sensitization required
3	24 <sup>th</sup> May, 2024	Orientation of new students	Block E	Successful	Well attended
4	28 <sup>th</sup> June 2024	Student leaders' election	Block E	Successful but was marked by incidents of indiscipline from some students.	-New students' leaders elected and sworn in on 3rd July, 2024
5	2 <sup>nd</sup> to 25 <sup>th</sup> July 2024	Cultural week	Graduation square	Successful	-All communities presented -Mr. and Miss NyNP crowned -Gala night well conducted
6	18 <sup>th</sup> July, 2024	Senate meeting	Block E	Successful but some class representatives did not turn up	-Main issues included the new funding model, lack of adequate classrooms, insecurity around the college, delayed results of summative exams - The issues were well addressed.

## **SECURITY REPORT MAY – AUGUST 2024**

During this term, there were no major security incidences. In our ongoing commitment to fostering a safe and conducive environment for both learning and professional development, the administration is pleased to announce the implementation of enhanced security measures across the polytechnic. These measures are designed to ensure the safety and well-being of all members of our community. All trainees are required to carry their polytechnic identification cards or temporary gate pass at all times while on campus. You may be asked to present your ID card when entering the polytechnic grounds or accessing various services within the institution. This measure is crucial in maintaining a secure and orderly environment. Additionally, it is imperative that all trainees adhere to the security protocols and procedures as directed by the polytechnic administration. These procedures are in place to safeguard everyone and to ensure that our security system functions smoothly. Your cooperation and adherence to these new security protocols are essential in maintaining a safe learning environment. We appreciate your understanding and proactive engagement in these initiatives.

**FINALLY, I HOPE THAT YOU ALL MANAGED TO HAVE  
PEACEFUL QUALITY FAMILY TIME AS WE LOOK FORWAD  
TO A PEACEFUL PRODUCTIVE SEPT-DEC TERM, GOD  
BLESS YOU, MAY GOD BLESS NYANDARUA NATIONAL  
POLYTECHNIC.**

**Felix Mung'atu**

A handwritten signature in black ink, appearing to read 'Felix Mung'atu', with a stylized flourish at the end.

**CHIEF PRINCIPAL, NYANDARUA NATIONAL POLYTECHNIC**



NYANDARUA NATIONAL POLYTECHNIC

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Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)

NyNP/FO/FS/2023 – 2024

**FEE STRUCTURE - FY 2023/2024**

**NEW STUDENTS**

**HOSPITALITY AND INSTITUTIONAL MANAGEMENT(I.M) COURSES**

S/No.	VOTEHEAD	TERM 1	TERM 2	TERM 3	TOTAL ANNUAL FEES
		KSHS	KSHS	KSHS	KSHS
1	Personal Emoluments	4,608.00	4,608.00	2,304.00	11,520.00
2	Transport & Travelling	1,194.00	1,194.00	597.00	2,985.00
3	Repairs, Maintenance & Improvement	1,058.00	1,058.00	529.00	2,645.00
4	Electricity, Water & Conservancy	1,304.00	1,304.00	652.00	3,260.00
5	Activity fund	1,340.00	1,340.00	670.00	3,350.00
6	Medical & Insurance	800.00	800.00	400.000	2,000.00
7	Administration fees	664.00	664.00	332.00	1,660.00
8	Tuition Fees	15,908.00	15,908.00	7,953.00	39,769.00
	<b>Sub Total</b>	<b>26,876.00</b>	<b>26,876.00</b>	<b>13,437.00</b>	<b>67,189.00</b>
<b>OTHER CHARGES AS APPLICABLE</b>					
9	Registration Fee	500.00	-		1,500.00
10	Caution Money	500.00	-		500.00
11	Industrial Attachment	-	2,000.00		2,000.00
12	Student ID	500.00	-		500
13	KUCCPS Validation	1,500.00	-		1,500.00
14	TVETA Quality Assurance Fee (Per Academic Year)	500.00	-		500.00
15	Student Welfare	300.00	300.00		600.00
16	ICT Services / Internet	500.00	500.00		1,000.00
17	Practical Material Fee – (Hospitality & I.M Department)	3,000.00	3,000.00		6,000.00
	<b>Sub Total</b>	<b>7,300.00</b>	<b>5,800.00</b>		<b>13,100.00</b>

P.T.O

18. (i). Boarding Facilities are available within Polytechnic neighbourhood. You are advised to make private arrangement for your accommodation.
- (ii). Meals will be served on PAY AS YOU EAT (P.A.Y.E) basis in the dining hall.
19. Any fees arrears must be cleared ahead of a new term.
20. Payments are to be made to Nyandarua National Polytechnic-Equity Bank, Nyahururu Branch.  
Account No. **0160296471157**.



Felix K. Mung'atu  
**CHIEF PRINCIPAL**



**NYANDARUA NATIONAL POLYTECHNIC**  
**P.O. BOX 2033 – 20300, NYAHURURU**  
**Cell:0727-256001**

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 Website: [www.nyandaruanationalpoly.ac.ke](http://www.nyandaruanationalpoly.ac.ke)

NyNP/FO/FS/2023 – 2024

**FEE STRUCTURE - FY 2023/2024**

**NEW STUDENTS**

**TECHNICAL / ENGINEERING & BUSINESS COURSES**

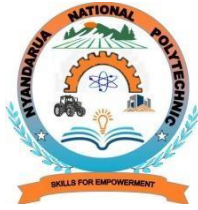
S/No.	VOTEHEAD	TERM 1	TERM 2	TERM 3	TOTAL ANNUAL FEES
		KSHS	KSHS	KSHS	KSHS
1	Personal Emoluments	4,608.00	4,608.00	2,304.00	11,520.00
2	Transport & Travelling	1,194.00	1,194.00	597.00	2,985.00
3	Repairs, Maintenance & Improvement	1,058.00	1,058.00	529.00	2,645.00
4	Electricity, Water & Conservancy	1,304.00	1,304.00	652.00	3,260.00
5	Activity fund	1,340.00	1,340.00	670.00	3,350.00
6	Medical & Insurance	800.00	800.00	400.000	2,000.00
7	Administration fees	664.00	664.00	332.00	1,660.00
8	Tuition Fees	15,908.00	15,908.00	7,953.00	39,769.00
	<b>Sub Total</b>	<b>26,876.00</b>	<b>26,876.00</b>	<b>13,437.00</b>	<b>67,189.00</b>
<b>OTHER CHARGES AS APPLICABLE</b>					
9	Registration Fee	500.00	-		500.00
10	Caution Money	500.00	-		500.00
11	Industrial Attachment	-	2,000.00		2,000.00
12	Student ID	500.00	-		500.00
13	KUCCPS Validation	1,500.00	-		1,500.00
14	TVETA Quality Assurance Fee (Per Academic Year)	500.00	-		500.00
15	Student Welfare	300.00	300.00		600.00
16	ICT Services / Internet	500.00	500.00		1,000.00
	<b>Sub Total</b>	<b>4,300.00</b>	<b>2,800.00</b>		<b>7,100.00</b>
<b>NOTE:</b>					
17	Driving Course – (Automotive & Agricultural Engineering students only)	8,000.00	-	-	8,000.00

P.T.O

18. (i). Boarding Facilities are available within Polytechnic neighborhood. You are advised to make private arrangement for your accommodation.  
(ii). Meals will be served on PAY AS YOU EAT (P.A.Y.E) basis in the dining hall.
19. Any fees arrears must be cleared ahead of a new term.
20. Payments are to be made to Nyandarua National Polytechnic-Equity Bank, Nyahururu Branch.  
Account No. **0160296471157**



Felix K. Mung'atu  
**CHIEF PRINCIPAL**



**NYANDARUA NATIONAL POLYTECHNIC**

**DATE: 17<sup>TH</sup> APRIL 2024**  
**FROM: REGISTRAR**  
**TO: RECEPTION STAFF**

**SUBJECT: AMENDMENT OF REQUIREMENTS FOR NEW  
TRAINEES**

Bring this to the attention of the incoming new trainees:

- 1 ream foolscaps- in place of **2 reams** previously indicated
- 2 reams of printing paper- in place of **1 ream** previously indicated
- Flash disk (not less than 32GB)- in place of **photo album** previously indicated.

All the other requirements apply as earlier indicated.

Macharia, G.M.

**REGISTRAR**



NyNP/FO/FS/2023-2024

CONTINUING STUDENT  
FEE STRUCTURE FOR FY  
2023/2024

	VOTEHEAD	TERM 1	TERM 2	TOTAL
		KSHS	KSHS	ANNUAL FEE KSHS
1.	Personal Emoluments	7,500.00	4,020.00	11,520.00
2.	Transport & Travelling	1,500.00	1,485.00	2,985.00
3.	Repairs, Maintenance & Improvement	1,000.00	645.00	1,645.00
4.	Electricity, Water & Conservancy	1,900.00	1,360.00	3,260.00
5.	Activity fund	1,700.00	1,650.00	3,350.00
6.	Medical & Insurance	1,200.00	800.00	2,000.00
7.	Administration fee	1,000.00	660.00	1,660.00
8.	Tuition Fee	15,000.00	15,000.00	30,000.00
	<b>Sub Total</b>	<b>30,800.00</b>	<b>25,620.00</b>	<b>56,420.00</b>
	<b>ADDITIONAL INFORMATION</b>			
9.	TVETA Quality Assurance Fee(Annually)	500.00	-	500.00
10.	Student Welfare	300.00	300.00	600.00
	<b>Sub Total</b>	<b>800.00</b>	<b>300.00</b>	<b>1,100.00</b>
	<b>TOTAL</b>	<b>31,600.00</b>	<b>25,920.00</b>	<b>57,520.00</b>
11.	Practical Material Fee (Hospitality & I.M Department Only)	3,000.00	3,000.00	6,000.00
12.	Driving Course (Automotive & Agriculture Engineering Students Only)	8,000.00	-	8,000.00

13. Students who qualify for Government Capitation will benefit with up to Kshs 30,000 per year (This will reduce the tuition fee if one qualifies).

14. Boarding;

- Boarding facilities are available in the immediate neighborhood on private arrangement.
- Meals will be served on PAY AS YOU EAT (P.A.Y.E) basis.

15. Examinations & assessment fee is paid separately and will only be accepted once the Polytechnic's fee has been paid in full.

16. For continuing students any fee arrears must be cleared ahead of a new term.

17. Payment to be made to Nyandarua National Polytechnic-Equity Bank, Nyahururu Branch.

Account No. **0160296471157**

**NO CASH PAYMENT WILL BE ACCEPTED**

Felix K. Mung'atu

**CHIEF PRINCIPAL**