

BONDO TECHNICAL TRAINING INSTITUTE



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P.O. Box 377 – 40601, Bondo - Kenya



CLEARANCE PROCEDURE

STEP 1. A trainee picks the clearance form from the registry department.

STEP 2. The trainee clears with the trainers for the various units taught.

STEP 3. The trainee clears with the Head of Department and relevant section heads.

STEP 4. The trainee is then cleared by the finance office.

STEP 5. The trainee is finally cleared by the registrar.

STEP 6. The trainee is required to leave a copy to be filed by the registry department and retain a copy for collection of result slip/ certificate.

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CHANGE OF COURSE PROCEDURE

Step 1. Change of course is allowed within two weeks of admission.

Step 2. Change of course forms to be picked in the registry department.

Step 3. The trainee fills the change of course form.

Step 4. The Change of Course form is signed by both the current Head of Department and the proposed head of department.

Step 5. The registrar to authorize the change of course.

Step 6. The above changes are effected in the data capture system.

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PROCEDURE FOR COLLECTION OF RESULT SLIPS AND CERTIFICATES

- Step 1.** The duly signed clearance form is checked by the registrar.
- Step 2.** Registrar to authorize the issuance of both result slip and certificate.
- Step 3.** The trainee signs the result slip/ certificate issuance book.
- Step 4.** Original clearance form to be retained and filed.
- Step 5.** The result slip/certificate is issued to the trainee.

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Procedure for Deferment

Step 1. Get a note from Head of department allowing the trainee to pick deferment form from the registry.

Step 2. Collecting of deferment form from the registry.

Step 3. The trainee fills the deferment form.

Step 4. The trainee takes the deferment form for signing in his/her respective department.

Step 5. The trainee takes the deferment form for signing by the registrar.

Step 6. The trainee retains the original and leaves a copy of the form in each of the following departments:

- Registry
- Finance

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Procedure for admission

Step 1. The students report to the finance department for verification of receipts of fee payment. The payment is made through fees collection account at equity bank and Mpesa pay bill number.

Step 2. Verification of academic credentials, national identity card and the birth certificate by the registrar.

Step 3. Issuing of college registration number.

Step 4. Confirmation of the trainer if placed by KUCCPS.

Step 5. Capturing of student's data in the ERP system.

Step 6. The trainees take their filled medical forms to the college nurse for verification.

Step 7. Taking of student photos for production of college ID.

Step 8 . Trainees move to cash office to pick receipts for the payments made.

Step 9. Trainees are registered at their various departments.

Step 10. Hostel allocation for students for are boarding.

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Procedure of production and collection of college Identification Cards (IDs)

- Step 1. Taking of student photos for production of college IDs.
- Step 2. Production of college IDs.
- Step 3. Collection of college IDs from the registry.
- Step 4. Signing of IDs collection book by the trainees who are picking their college IDs.

