



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

P.C KINYANJUI TECHNICAL TRAINING INSTITUTE

P O BOX 21280 – 00505 NAIROBI

CELLPHONE: 0773 829 417 OR 0721 480199



Motto

Excellence in technology

Vision

To be the centre of excellence in Technical, Vocational and Entrepreneurship Training

Mission

To produce innovative and industrious graduates with relevant technology knowledge and skills to fit in the labour market both locally and globally

Core values

Transparency, Innovation, Professionalism, Accountability, Integrity

Quality policy

P C Kinyanjui Technical Training Institute is committed to be the centre of excellence in Technical, Vocational and Entrepreneurship training.

In pursuit of this commitment the institute shall comply with requirements and continually improve its effectiveness by implementing a quality management system based on ISO9001:2008.

Service	Requirement	Charges	Timeline
Response to inquiries at reception	<ul style="list-style-type: none">• Courteously marketing a request	Free	Within 5 minutes at any service point
Response to telephone calls	<ul style="list-style-type: none">• Responding using the available information	Free	Within the first 4 rings
Response to e-mails	<ul style="list-style-type: none">• Making a request	Free	Acknowledge within 1 day
Response to letters	<ul style="list-style-type: none">• Making a request	Free	Respond to issues raised with. 7 working days or 7 days after a BOM

			meeting for issues requiring their approval
Application	<ul style="list-style-type: none"> • Formal application form for the course as per minimum requirement 	Free	Return form before registration deadline
Admission	<ul style="list-style-type: none"> • Filled admission letter • Provision letter • Provision of original documents and other requirements 	Full payment of fees as per course requirement	Registration done on opening day up to 2 weeks
Training	<ul style="list-style-type: none"> • Attendance of classes • Adherence to policies rules and regulations 	Free	As per timetable Continuous
Use of library	<ul style="list-style-type: none"> • Bonafide student PCKTTI • Student identity card 	Fully paid fees	
Administration of internal and external examination	<ul style="list-style-type: none"> • Payment of tuition and examination fees • Submission of required documents 	Fully paid tuition and examination fees	On registration As per timetable
Issuance of <ul style="list-style-type: none"> • Report forms • Transcripts • Certificates 	<ul style="list-style-type: none"> • Successful completion of term • Successful completion of a stage • Payment of fees • Clearance form 	<p>Fully paid fees</p> <p>Fully paid fees</p> <p>Fully cleared clearance form</p> <p>National ID</p>	<p>Within 2 weeks of the following term within 2 weeks of the following term upon passing all papers.</p> <p>Immediately on arrival from examination body</p>
Guidance all counseling	<ul style="list-style-type: none"> • Bonafide student staff 	Free	Continuous
Insurance	<ul style="list-style-type: none"> • Bonafide student 	Ksh. 450	Every 1 st month of a new year in the institution
Attachment	<ul style="list-style-type: none"> • Bonafide student • Payment of 	Ksh.1800	One term before attachment term

	attachment fees		
Hiring out services/ products and facilities	<ul style="list-style-type: none"> • LPO • Invoice • Delivery note • Goods received note 	As per value of product, service or facility	As per agreement
Response to complaints	<ul style="list-style-type: none"> • Formal complaint 	Free	Immediately

For queries complaints compliments or comments contact

The Principal

P C Kinyanjui Technical Training Institute

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NAIROBI

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Or

The Commission Secretary

Commission of Administration of Justice (CAJ)

The Deputy Presidents Building (6th Floor)

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