



KABETE NATIONAL POLYTECHNIC

P.O. BOX 29010 - 00625 NAIROBI. CELL: +254 90 000 001

info@kabetepoly.ac.ke, principal@kabetepoly.ac.ke

www.kabetepoly.ac.ke

JANUARY 2024 ORIENTATION PROGRAMME

VENUE: MAIN HALL

WEDNESDAY 17th JANUARY 2024

Time	Activities	Facilitator(s)
8.00 – 10.00 am	Academic Departments Orientation <ul style="list-style-type: none"> • Introduction of staff in the department • Overview of the academic department • Emphasis on class attendance – D/HOD • Examinations/Assessments – DEXO • Industrial Attachment – Dptal ILO's • Guidance & Counselling- Dept G&C Coordinator • Trainees Academic Responsibility – HOD 	HOD, D/HOD and Departmental Academic Staff.
10.00 – 10.30 am	BREAK	
10.30 – 11.00 am	Guidance and Counselling	Head of G&C
11.00 – 11.15 am	Career Placement & Industrial Liaison Services	ILO
11.15 – 11.30 am	Research & Innovation	Research Coordinator
11.30 – 11.45 am	Quality Assurance/QMS	Head QA
11.45 – 12.00 pm	Sports and Recreation	Sports Officer
12.00 – 12.30 pm	Trainees' Welfare/Support services	Deputy Dean(s) of students
	Trainees Code of Conduct	
12.30 – 2.00 pm	LUNCH BREAK	
2.00 – 2.30 pm	Polytechnic Examinations	D/Registrar Exams
2.30 – 3.00 pm	Academic Responsibility of Trainees	Deans of Institutes
3.00 – 3.30 pm	Remarks by Management Board Members: Dean of Students Registrar Deputy Principals	Dean of Students
3.30- 4.00 pm	Principal's Address	Principal
4.00 pm	Closing Prayer	Dean of Students

KNP is ISO 9001:2015 Certified

