



# Ahmed Shahame Mwidani Technical Training

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website:

[www.ahmedmwidanitvc.ac.ke](http://www.ahmedmwidanitvc.ac.ke)



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MOMBASA

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asmwidanitvc@gmail.com



## MINISTRY OF EDUCATION STATE DEPARTMENT OF TVET CITIZEN SERVICE DELIVERY CHARTER

Services	Requirements		User Charges	Timeline	Responsibility Officer
Admission of Students	Short Courses	Open	Application fee: Ksh 200	-Five Minutes -Upon receipt of dully filled document	Registrar
	Artisan	Open to D-			
	Certificate	D and Above			
	Diploma	C- and Above			
Teaching and Examination	<ul style="list-style-type: none"> <li>Registration to relevant courses</li> <li>Class attendance</li> <li>Payment of tuition and other fees</li> </ul>		-Tuition fees as prevailing fee structure	-As per term Schedule -As per Examination Schedule	<ul style="list-style-type: none"> <li>Deputy Principal</li> <li>All HODs</li> </ul>
Issuance of academic Certificate(s)	<ul style="list-style-type: none"> <li>Trainee's ID</li> <li>Dully filled Clearanace form from the college</li> </ul>		-Prevailing convocation fee	-Upon release by the examination body	-Registrar
Staff Recruitment, Placement and Promotion	<ul style="list-style-type: none"> <li>As per advertisement and institute's Strategic Plan</li> </ul>		Free	-Within 3 Months of Close of the advertisement	-Deputy Principal
Counselling Services	<ul style="list-style-type: none"> <li>Be a registered student or an employee of ASMTTI</li> </ul>		Free	Continous	-Guidance and Counselling committee
Examination centre	<ul style="list-style-type: none"> <li>As per the examination body schedules and rules</li> </ul>		As per the Examination charge	Period of examination	-Deputy Principal -All HODs
Accommodation for students	<ul style="list-style-type: none"> <li>Bonafide ASMTTI student (s) will be assisted to get appropriate hostels</li> </ul>		Ksh 9000 per term	As per available bed Capacity	Deans of trainees
Technical Services	<ul style="list-style-type: none"> <li>As per order requirement</li> </ul>		As per the Service	As per the Contract	-Procurement officer
Catering Services	<ul style="list-style-type: none"> <li>As per the Order requirements</li> </ul>		As per Order	As per the contract	-HOD Hospitality
Conference and Workshop Facilities	<ul style="list-style-type: none"> <li>As per the conference session requirements</li> </ul>		As per Prevailing rates	Period of the Conference	-Procurement Officer
Payment to suppliers	<ul style="list-style-type: none"> <li>Dully Signed Invoices and Supporting documents</li> </ul>		Free	-Within 90 days upon receipt	Account Office

### VISION

To be a world class Centre of Excellence in Technical and Vocational Training.

### MISSION

To produce highly skilled hands on middle level man power for the global technical industry.

ASMTTI is committed to high standards of services and shall apply the following standard

#### **Commitment to Courtesy and Excellence in Service Delivery**

**Any Service that does not Conform to the Above Standards or if any officer does not live up to commitment to courtesy and excellence in service delivery should be reported to::**

a)The Principal, ASMTTI on Hotline Number

0723714200

Email:asmwidanitvc@gmail.com

Website:www.ahmedmwidanitvc.ac.ke

b)The Commission secretary

Commission on Administrative Justice

2<sup>ND</sup> Floor,West End Towers Opposite Aga

Khan High School off Waiyaki Westlands

P.O.Box : 20414-00200 Nairobi

Tel: 020-227000/2303000/2603765/2409574/0777 125818/0800221349 (Toll free)

Email:info@Ombudsman.go.ke Website:www.ombudsman.go.ke

Please feel free to use the Above Access

