

Ahmed Shahame Mwidani Technical Training



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MOMBASA

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

2ND 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)

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Please feel free to use the Above Access

