

CHUO CHA UALIMU, KAGUMO

S.L.P 18 - 10100 NYERI



Simu: 0701972912
Baruapepe: info@kagumocollege.ac.ke
Tovuti: www.kagumocollege.ac.ke

MAONO:KUWA KITUO CHA KUTOA MAFUNZO YA UALIMU YENYE USHINDANI ULIMWENGUNI

RUWAZA YA HUDUMA

	HUDUMA	MAHITAJI YA MTEJA	ADA	AFISA ANAYEHUSIKA	MUDA WA KUSHUGHULIKIWA
1	Huduma utembeleapo chuo	Kuuliza Huduma	Hamna	Afisa wa Huduma	Dakika tano
2	Majibu ya barua rasmi	Wasilisha ombi kwa maandishi	Hamna	Mkuu wa Chuo	Siku saba
3	Ukubalifu wa wakurufunzi	a)Wa masomo ya kawaida	Ksh.1500	KUCCPS	Kutegemea tangazo
		b)Wanaosoma wakati wa likizo		Hamna	
4	Usajili wa wakurufunzi	Kutosheleza mahitaji yaliyopendekezwa katika barua ya mwaliko	Hamna	Msajili wa Chuo	Dakika 30
5	Malazi ya wakurufunzi	Malipo ya karo	Hamna	Msimamizi wa shughuli za wakurufunzi	Dakika 30
6	Ufunzaji wa walimu wa stahhada	•Kutimiza mahitaji ya mafunzo •Kufuata sheria zote za chuo	Hamna	Msajili wa Chuo	Miaka mitatu
7	Kulipia bidhaa na huduma zilizotolewa	Kutoa stakabadhi za uwasilishaji	Hamna	Mkuu wa Chuo	Siku 30
8	Kupokezwa vyeti vya masomo	Stakabadhi halali za chuo	Hamna	Msajili wa Chuo	Mara moja
9	Kufuzu kwa Mahafali	Kuhitimu mthani wa KNEC-DTE	Hamna	Mkuu wa Chuo	Baada ya matokeo ya mthani wa stahhada kutangazwa

Ukiwa na mapendekezo, maswali au malalamishi yoyote kuhusu huduma wasiliana na:
Mkuu wa Chuo cha Ualimu, Kagumo

au

Tume ya Haki ya Kiutawala

Sehemu za Mwisho za Magharibi, Ghorofa ya Pili,
Barabara ya Waiyaki, Magharibi Mwa Mji
S.L.P 20414-00200 NAIROBI

MAELEZO	
Simu	+2540202274046
Baruapepe	certificationpc@ombudsman.go.ke
Simu bila malipo	0800221349
Ujumbe mfupi	15700
www.ombudsman.go.ke	

WITO:Kutoa mafunzo ya ualimu bora ya kumwandaa mtaalamu mwenye uzalendo,ustadi,ubunifu na anayejielekeza

"Huduma bora ni haki yako"

KAGUMO TEACHERS' TRAINING COLLEGE

P.O Box 18-10100 NYERI



Mobile Number:0701972912
Email: info@kagumocollege.ac.ke
Website: www.kagumocollege.ac.ke

VISION: A CENTER FOR GLOBALLY COMPETITIVE TEACHER EDUCATION AND TRAINING
CITIZEN SERVICE DELIVERY CHARTER

	SERVICE	OBLIGATION(S) REQUIREMENT(S)	CHARGES	OFFICER IN CHARGE	TIMEFRAME
1	Service upon visit to the institution	Make enquiry	Free	Customer care	5 minutes
2	Response to correspondence	Submit written enquiry	Free	Principal	Within 7 days
3	Admission of students	a)Regular students	Ksh.1500	KUCCPS	As per advertisement
		b)School-based	Free	Registrar	
4	Student registration	Fulfill admission requirements as per the admission letter	Free	Registrar	30 Minutes
5	Accommodation of students	Fee payment	Free	Dean of students	30 Minutes
6	Training the pre-service Diploma Teacher	• Fulfillment of all training requirement • Adherence to college regulations	Free	Registrar	3 years
7	Payment for goods and services	Provide delivery notes & invoice	Free	Principal	Within 30 days
8	Insuance of academic transcripts clearance form	Duly signed College certificates	Free	Registrar	Immediately
9	Graduation	Pass KNEC-DTE examination	Free	Principal	After the release of DTE results

For any compliment, question or complaints concerning the quality of service contact:-
The Chief Principal, Kagumo TTC

or

Commission on Administrative Justice

West End Towers, 2nd Floor,
Waiyaki Way Westlands,
Po Box 20414-00200 Nairobi

DETAILS	
Telephone number	+2540202274046
Email Address	certificationpc@ombudsman.go.ke
Toll free Number	0800221349
SMS Short-Code Number	15700
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MISSION:To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and Self-Directing Professionals

"Quality service is your right"