



KABETE NATIONAL POLYTECHNIC

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ORIENTATION PROGRAMME

DAY ONE MONDAY 4 th SEPTEMBER 2023		
Time	Activities	Facilitator(s)
8.30 – 10.30am	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 	HOD, D/HOD and Departmental Academic Staff.
10.30 – 11.00am	BREAK	
11.00 – 12.30am	<ul style="list-style-type: none"> Industrial Attachment – Dptal ILO's Guidance & Counselling- Dept G&C Coordinator Trainees Academic Responsibility – HOD 	HOD, D/HOD and Departmental Academic Staff.
12.30 – 2.00pm	LUNCH BREAK	
2.00 – 2.30pm	Guidance and Counselling	Head of G&C
2.30 – 2.50pm	Career Placement & Industrial Liaison Services	ILO
2.50 – 3.00pm	Research & Innovation	Research Coordinator
3.00- 3.10pm	Quality Assurance/QMS	Head QA
3.10 – 3.30pm	Sports and Recreation	Sports Officer
3.30 – 4.30pm	Trainees' Welfare/Support services Trainees Code of Conduct	Deputy Dean(s) of students
4.30pm	Closing Prayer	
END OF SESSION ONE		
DAY TWO TUESDAY 5 th SEPTEMBER		
Time	Activities	Facilitator(s)
8.30am	Opening Prayer	Student Leader
8.30 – 9.00 am	Polytechnic Examinations	D/Registrar Exams
9.00 - 9.30 am	President's Award Kenya	PA-K
9.30 – 10.00am	Academic responsibility of trainees	Deans of Institutes
10.00 – 11.00am	Remarks by Management Board Members: Dean of Students Registrar - Administration Registrar - Academics D/Principal – Academics & Trainee Affairs D/Principal Administration	Dean of Students
11.00 – 11.30am	Principal's Address	Principal
11.30am	Closing Prayer	Dean of Students
LUNCH BREAK & END OF SESSION TWO		

