

**MINISTRY OF EDUCATION**



**STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING**  
**BURETI NATIONAL POLYTECHNIC**  
**P O BOX 444-20406, SOTIK-KENYA. Tel: +254704453337**  
website: [www.buretitechnical.ac.ke](http://www.buretitechnical.ac.ke) ,Email: [buretitechnical@gmail.com](mailto:buretitechnical@gmail.com)  
**MOTTO: SKILLS FOR GROWTH**



**MINUTES OF TRAINERS AT THE POLYTECHNIC BOARDROOM AS FROM 11:00  
A.M ON 08<sup>TH</sup> JANUARY 2024.**

**Members Present.**

- |                          |                     |
|--------------------------|---------------------|
| 1. SAMMY K. CHERUIYOT    | -SENIOR PRINCIPAL   |
| 2. CHIRCHIR NELSON       | -D/P ADMINISTRATION |
| 3. AGESA ANTHONY         | -D/P ACADEMICS      |
| 4. BETT GEOFFREY         | -REGISTRAR          |
| 5. HILLARY KOECH         | -DOT                |
| 6. ALPHINA CHERUIYOT     | - M&E               |
| 7. MILKA CHEPTOO         | -HRO                |
| 8. KIPKOECH NGENOH       | -INTERNAL AUDITOR   |
| 9. PENINAH CHEPKEMOI     | -HOD EXAMS          |
| 10. CHEPKWONY VICTOR     | -HOD IGA            |
| 11. NOAH KORIR           | -HOD ICT            |
| 12. REUBEN ROTICH        | -HOD R&D            |
| 13. BEN KIRUI            | -HOD ELECTRICALS    |
| 14. GABRIEL LANGAT       | -D/HOD ELECTRICALS  |
| 15. MAURINE J. KIPROP    | -DP/ COORDINATOR    |
| 16. LABOSO CHARLES       | -HOD BUILDING       |
| 17. WILLY BETT           | -COORDINATOR        |
| 18. CHERUIYOT K. HILLARY | -HOD MECHANICAL     |
| 19. ANN KIRUI            | -H.O.D G & C        |
| 20. STELLA KOECH         | -LIBRARIAN          |
| 21. DENIS MILGO          | -D/DEAN             |
| 22. MELISSA KAMAU        | -PC COORDINATOR     |
| 23. ALLAN K NGENO        | -HOD ILO            |
| 24. RISPER CHEPNGETICH   | -D/P DOT            |
| 25. KIPKEMEI VERONICAH   | -DP COW             |
| 26. CHEPKEMOI JANET      | -HOD MARKETING      |
| 27. KIPRONO WELDON       | -HOD SUPPLY CHAIN   |
| 28. JANETH CHEPKIRUI     | -FO                 |
| 29. CHUMO HERMAN         | -HOSPITALITY        |

## ABSENT WITH APOLOGY

1. MERCYLINE MUTAI -HOD AGRICULTURE

### AGENDAS OF THE DAY

1. Preliminaries
2. Curriculum Implementations.
3. A.O.B.

### MIN 01/08/01/2024: PRELIMINARIES.

- ✓ The Senior Principal (Sammy Cheruiyot) welcomed the members and called the meeting to order at 11:00 a.m. and welcomed Mr. Ben Cheruiyot to open with a word of prayer.
- ✓ Welcomed Mr. Chirchir DP administration.
- ✓ Gave members a chance to introduce themselves.
- ✓ Indicated that there are new trainers from Public Service Board as listed below who need to be loaded. Below is the list:
  1. Agriculture: 1
  2. Hospitality: 2
  3. Social Work:1
  4. Accounting: 1
- ✓ Also indicated that two more trainers were expected to report.
- ✓ All trainers on board of governors terms should be immediately replaced with the ones from PSC.
- ✓ Hospitality department have release theirs.
- ✓ Secretarial is still remaining and are required to release one.
- ✓ We will need to have one trainer on board of governors terms for nutrition and dietetics.
- ✓ Mechanical department was requested to request for trainers because Mr. Kirui and Mr. Nyangau had exited.
- ✓ Building department also requested one trainer because Amos Bett had exited.
- ✓ He confirmed that there were TP trainers to be loaded and had to go through the list of applicants for admitting HODs to take their contacts.
- ✓ It was noted that there were many TP trainers in hospitality and there was need for review.
- ✓ Admissions was to be done at Amphitheatre represented by below representatives:
  1. MIS- 1
  2. Departmental Representatives- 2 per department
  3. Finance- 1
  4. Registry-2
  5. Supply Chain-1
- ✓ The names of the individuals are as per below list
  1. Mechanical Fred Sossion  
Faith Chepnetich
  2. Agriculture Janet Chepkoech  
Naomi Ngetich

- |                |                                  |
|----------------|----------------------------------|
| 3. Building    | Hillary Kirui<br>Cyntia Chemutai |
| 4. Electrical  | Benjamin Langat<br>Sharon Chebet |
| 5. Hospitality | Naomi<br>Joan                    |
| 6. ICT         | Edwin Bett<br>Patricia Chepkemoi |

- ✓ System Administrator was reminded to upload the timetable in the website.

### **Activities for the term**

- ✓ Orientation 26<sup>th</sup> January
- ✓ CBET Training
- ✓ Examinations on March 2024-HODs to request for training materials.
- ✓ Moderation of examinations
- ✓ No sports activities so far. Waiting for communications. We will have internal athletics.
- ✓ There will be trainee council elections on between 12<sup>th</sup> and 16<sup>th</sup> February 2024. The HODs to ensure that the nominees have meet all requirements especially school fees. The student leaders should be role model for all that we have.
- ✓ Research and Innovations Day for our institution. Since we have long time without exhibitions and therefore will have each department show casing their projects.
- ✓ Mechanical HOD was requested to produce a sample of a product using the available machines for us to see. It was also noted that require training for CNC machines.
- ✓ Block making machine was also to be operationalized and the HOD was to take lead role of ensuring the machine is fully operationalized.
- ✓ Carpentry workshop is required and Board of Governors are in the process of approval of the building.
- ✓ KINDI workshop is being renovated and carpentry trainees are encouraged to be there so as to get practical skills. It was noted that KNDI gave us 59.5% which is 0.5% less than pass mark of 60% and that was because of lack of Sinks.
- ✓ Departmental trip coordinators to sit and have a discussion on academic trips.

### **MIN 02/08/01/2024:CURRICULUM IMPLEMENTATIONS.**

#### **Examination Officer remarks**

- Awaiting Hospitality department for J 24 classes for the timetable to be ready.
- Correction to be done as soon as possible
- March 2024 exams series is ongoing
- Callendar of Evaluation will be out soon
- Photocopier has breakdown and was to be reported direct to Principals office
- Reported on a near miss

### **HOD Mechanicals**

- Listed the BOG trainers as below
  - i. Faith
  - ii. Noah
  - iii. Vincent
  - iv. Charles Ngeno
- Have 12 classes running this term (January- March) 2024

### **HOD Agriculture**

- 8 continuing classes are running this term (January- March) 2024
- Request for a trainer to replace agricultural engineering trainer who was employed elsewhere.
- Indicated that Janet Chepkoech is the only trainer employed under BOG terms in the department.

### **HOD BUILDING**

- 10 continuing classes are running this term (January- March) 2024
- Request for a trainer to replace Clerks of Works who was employed elsewhere.
- Listed the BOG trainers as below
  - i. Veronica
  - ii. Benard Langat
  - iii. Hillary Kirui
  - iv. Victor Kirui
  - v. Daniel Kimunei
  - vi. Cynthia Chemutai
  - vii. Denis Yegon

### **Electrical**

- 8 continuing classes are running this term (January- March) 2024
- Listed the BOG trainers as below
  - i. Stella Chebet
  - ii. Sharon Chebet
  - iii. Kipyegon Langat
  - iv. Koech Kiplangat
  - v. Milgo
- Requested for a trainer to replace Mr. Simiu who was transferred

### **Hospitality**

- 6 continuing classes are running this term (January- March) 2024
- Listed the BOG trainers as below
  - i. Herman Chumo
  - ii. Felix Kiprono
- Requested for additional trainer for nutrition and dietetics

## **ICT Section**

- 5 continuing classes are running this term (January- March) 2024
- Listed the BOG trainers as below
  - i. Risper Chepngetich
  - ii. Victor Cheruiyot
  - iii. Patricia Chepkemoi
  - iv. Kiplangat Jared
- Requested for trainer to replace Mr. Nyakaba who was transferred.

## **IS Section**

- 5 continuing classes are running this term (January- March) 2024
- Listed the BOG trainers as below
  - i. Edwin Bett
  - ii. Ben Korir

## **Social Work Section**

- There is one trainer employed under BOG terms Md Jesca Chepkemoi.

## **Secretarial Section**

- 5 continuing classes are running this term (January- March) 2024
- Listed the BOG trainers as below
  - i. Obed Ontiri
  - ii. Naomi Manyange
  - iii. Kimetto Chepkemoi

## **Chebwan Campus**

- 8 continuing classes are running this term (January- March) 2024
- Listed the BOG trainers as below
  - i. Willy Bett
  - ii. Maureen Kiprob
  - iii. Victor Chepkwony
  - iv. Lydia Chepkirui
  - v. Peris Chepngeno
  - vi. Florence Cheron
  - vii. Njoki Charity
  - viii. Chepkwony Victor
- Mr. Chepkwony is to take accounting and economics in main campus therefore requested for a replacement to assist accounting students.

## **Liberal Section**

- This is a section which cuts across all departments.

- Had one trainer who has been employed by PSC.
- Listed the BOG trainers as below;
  - i. Judy Soi
  - ii. Jonaris Koskei
- Jonaris Koskei should exit one employment and declare one hence to be release.

### **Mathematics Section**

- This is a section which cuts across all departments.
- Had one trainer who has been employed by PSC and has bachelors degree in mechatronics.
- Sheila Chepchumba is an intern and she teaches mathematics.

### **Finance Remark's**

- All admitting HODs should have good coordination when registering candidates for examinations.
- Reminded the team to submit the receipt when they are sent out of the institution for audit purpose.

### **G and C Remark's**

- Requested her office be relocated next to clinic since they are related.
- Labeling of her office is required.
- Requested for lunch for some HODs- Noah Korir and Laboso Charles

### **ILO Remark's**

- Has develop automation of all ILO services where everything is computerized and activities of all trainees in the industry can be view.
- The trainees also should declare their places of attachement so as to be allocated a trainer to assess.
- The HOD shared the software and he was to share with the senior principal

### **DP DOT Denis Remark's**

- We will have athletics this term.
- Our field is not ok and require some face lift.
- Requested for hand ball and net ball and goal post.
- HELB portal has been closed for continuing trainees but open for new trainees.
- HELB applications stands at 1956.

### **Research and Innovations HODs Remark's**

- Reminded all HODs to remind trainees to come up with ideas for next exhibition day which will be on 1<sup>st</sup> March 2024.
- Yet to receive this year's theme.

- Reminded ILO HOD to patent the software his software.

### **IGA Remark's**

- Indicated that they are in the process of making silages.
- Requested for chaffcutter for making silage since the maize and sorghum were mature for making silage.

### **Auditor Remark's**

- Reminded the team that they are following up on last audit reports.
- Requested that we should have documentation for reception of printing reams.
- Reminded the team that the policies have been approved and they should have a copy of each to be reading.
- Inform the chair that he has audit plan and will have the plan every beginning of the term.

### **HR Remark's**

- There was smooth process in appraisal.
- Reminded the team to apply for leave early enough so as be approved on time.
- Raised a concern that the clocking in system do not display the names of individuals present and instead display codes hence should bear a name instead of codes.

### **PC Remark's**

- Thanked the team for the support.
- Quarter 2 reports were not submitted.

### **Marketing Remark's**

- Thank the team for support she gets whenever they have marketing.
- Reminded the team that marketing is a continuous process.

### **MIS Remark's**

- Reminded the team that there is a pilot project on online admission applications and have attracted 5 applicants so far.
- Welcome innovations especially on digitizing our services.
- We have had two cohorts for Jitume program and currently making follow up.

### **Library Remark's**

- E books to be acquired this year from buku services limited.
- Reminded the team to be making photos whenever they make academic visits to different industries.

### **Chebwan Campus Coordinator Remark's**

- Requested for equipments for hairdressing workshop.
- Reminded the team that they currently do not have AFDB trainees. All of them completed December 2023.
- The welfare services to be extended to Chebwan coordinator office.

- Chebwagan Gate need repairs.

### **Supply Chain HOD Remark's**

- Reminded the team to make materials requisitions early enough and should capture the right specifications for materials requested.
- Has received requisition for service for repairs for our photocopier at examinations office.
- Reminded the team that we will incorporate one staff from stores to receive reams during admissions.
- Requested admitting HODs to place materials required for the next term at the end of each term.

### **DOT Remark's**

- Reminded the team that they have resumed their operations.
- Appreciated the HODs for the support
- NYS trainees to be received were a total of 315
- Requested for July 2023 KNEC results to be given to the sponsor(NYS and AFDB).
- Reminded the team that the places for attachment and assessment report are required by sponsors.
- Reminded the team that there will be trainees elections on the second week of February.

### **M&E Remark's**

- Thank the CEO for Quality assurance training which was conducted by TVETA.
- Reminded the team that there will be quality audit this term as per schedule which was yet to be produced.
- Reminded the team that they will share a work plan for the department.

### **Registrar Remark's**

- Reminded the team that admission was on going and expect to have more trainees enrolled this term.
- Requested admitting HODs to nominate names of individuals to assist in admission process.
- Reminded the team that January intake will be only for CBET courses.
- Thank the team for corporations they have shown so far.

### **DP Academics Remark's**

- Appreciated all HODs.
- Reminded the admitting Hods that the workload will be high this term because of CBET courses and were suppose to talk to their staff.
- Reminded the team that Principal is the only person to issue certificates.
- We still have issues of change of course and change of course on comments side. We are supposing to give comments as per academics.
- The trainee is suppose to attached report form and any other results to change of course form.



- Dean is supposing to advice in terms of welfare.

**DP Administration Remark's**

- Introduced himself.
- Thank the members for the warm reception.

**Principal Remark's**

- Said he knew Cheptum who was initially posted as DP administration but rejected appointment.
- Welcome DP administration and was happy to have him since he has well good experience.
- Reminded the team to advice management accordingly when giving clearance remarks.
- We need to be careful in handling the lady trainees.
- Reminded the team that certificate copies are required to be filed in files in case you have been awarded .
- Reminded team to make reference to the content of the approved annual budget before making requisitions.
- Guided the team on how write to a memo.
- Reminded admitting HODs on holding departmental meetings.

**MIN 03/08/01/2024:A.O.B.**

There being no other business, the meeting adjourned at 02:00 P.M with a word of prayer by Alpina Cheruiyot.

**SIGNED BY:**

CHAIRPERSON:

NAME

.....SIGN.....

DATE.....

NAME .....SIGN.....

DESIGNATION.....

DATE.....

NAME .....SIGN.....

DESIGNATION.....

DATE.....

NAME

.....SIGN.....

DESIGNATION.....

DATE.....