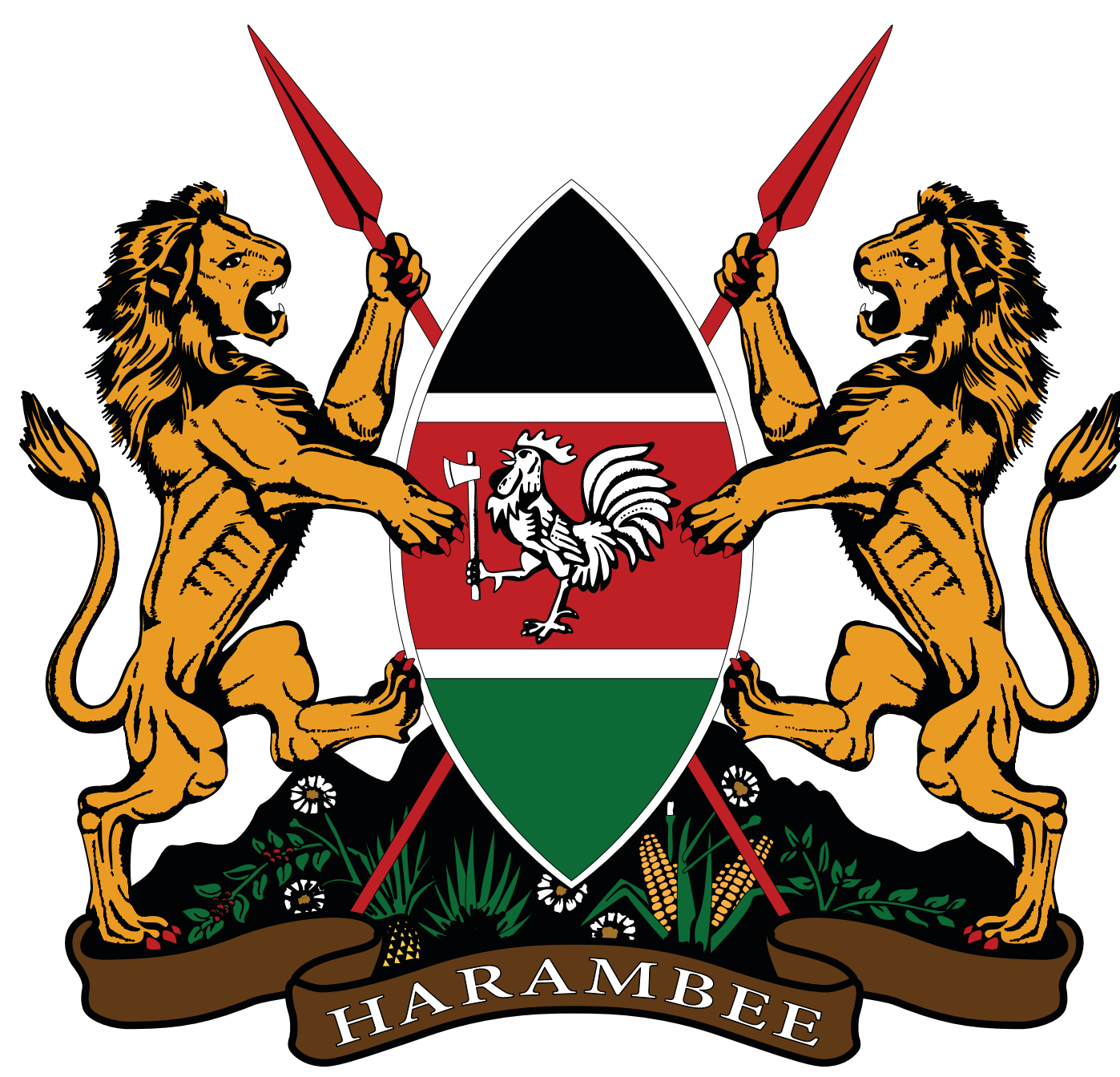




CHUO CHA KIUFUNDI CHA RAMOGI (RIAT)



HATI YA HUDUMA KWA RAIA

RUWAZA:

Kuwa mstari wa mbele katika utoaji wa mafunzo bora yanayoendana na mahitaji ya vyuo anuai ndani na nje ya taifa

MALENGO:

Kuandaa mahafala wenye uwezo mkubwa na wenye ubunifu pamoja na umilisi wa hali ya juu katika ukuaji wa viwanda.

MAADILI YA KIMSINGI:

Uadilifu na uaminifu | Utendakazi bora | Kushirikiana | Uwajibikaji na Uwazi | Uvumbuzi na Ubunifu
Kuafikia mahitaji ya Mteja | Kuenzi tofauti za watu mbalimbali katika jamii na ujumuishaji

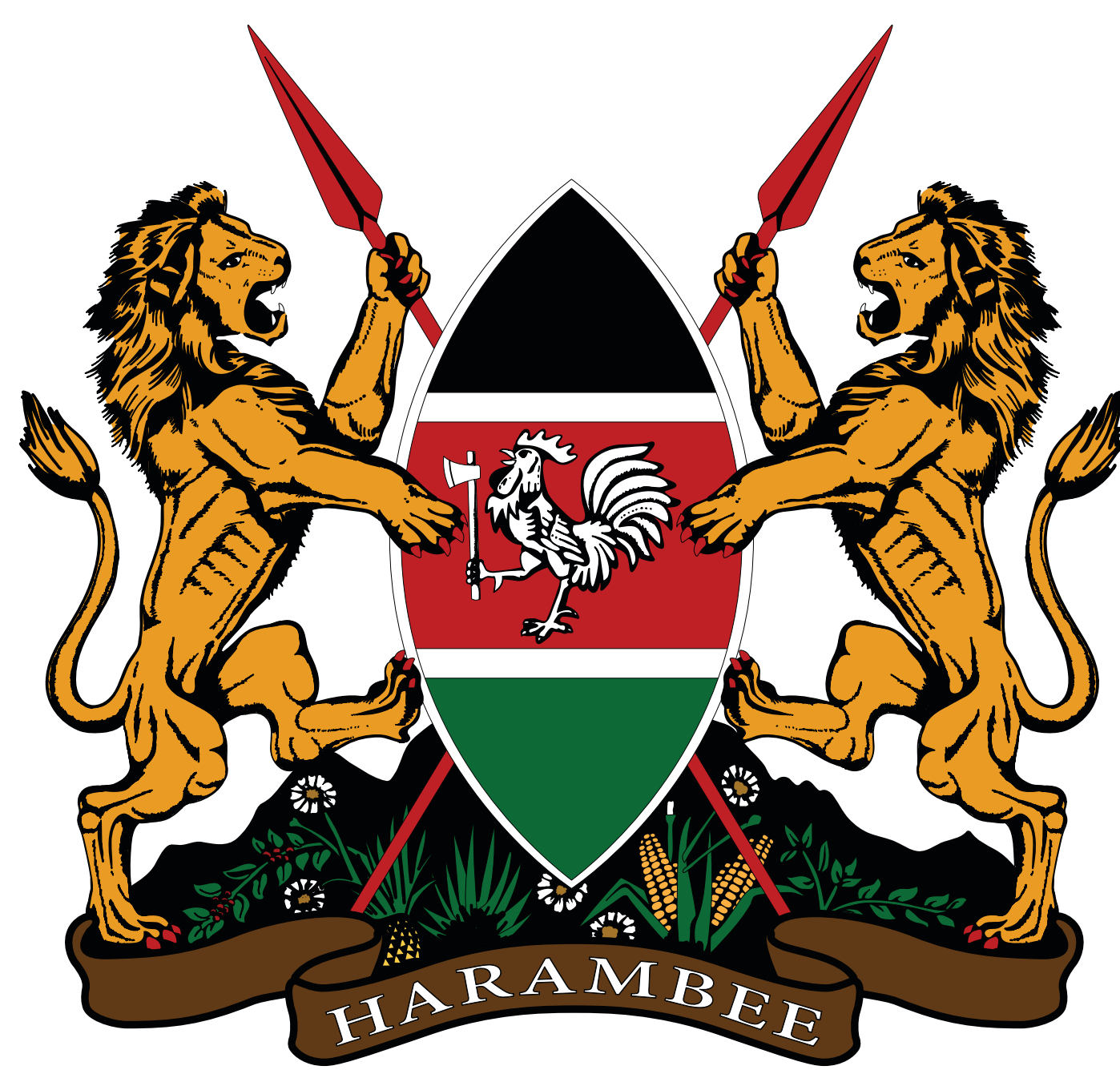
#	HUDUMA	MAHITAJI	GHARAMA	MUDA
1	Majibu kwa Maswali	- Kutoa maelezo ya huduma	Bure	Dakika 10
2	Kusajiliwa kwa wanafunzi	- Asili na nakala za hati halali za kitaaluma - Uthibitisho wa utambulisho - Picha ya pasipoti	500	Dakika 20
3	Mafunzo	- Wanafunzi waliosajiliwa kikamilifu - Lazima uwe umejiandikisha kwa muhula huo	Ada inayoidh-inishwa	Mujibu wa ratiba ya maelekezo
4	Usajili wa mitihani ya nje	- Ushahidi wa malipo ya ada za mitihani - Vyeti halali vya kitaaluma - Cheti cha kuzaliwa - Nakala ya kitambulisho cha kitaifa - Picha mbili za pasipoti	Bure	Dakika 10
5	Utoaji wa vyeti vya kitaaluma	- Wasilisha fomu ya idhini iliyojazwa ipasavyo na iliyotiwa saini	Bure	Dakika 10
6	Ushauri nasaha	- Uwasilishaji wa suala hilo - Kwa miadi	Bure	Dakika 10
7	Malipo kwa bidhaa na huduma	- Uthibitisho wa huduma au utoaji mzuri	Bure	Siku 90

Kwa pongezi na malalamiko, tafadhali ripoti kwa :Nambari ya simu: 0734251622 au Barua pepe:info@ramogiinstitute.ac.ke au riat college2015@gmail.com
Kwa maelezo zaidi tafadhali tembelea tovuti yetu;
<http://www.ramogiinstitute.ac.ke/service.php>

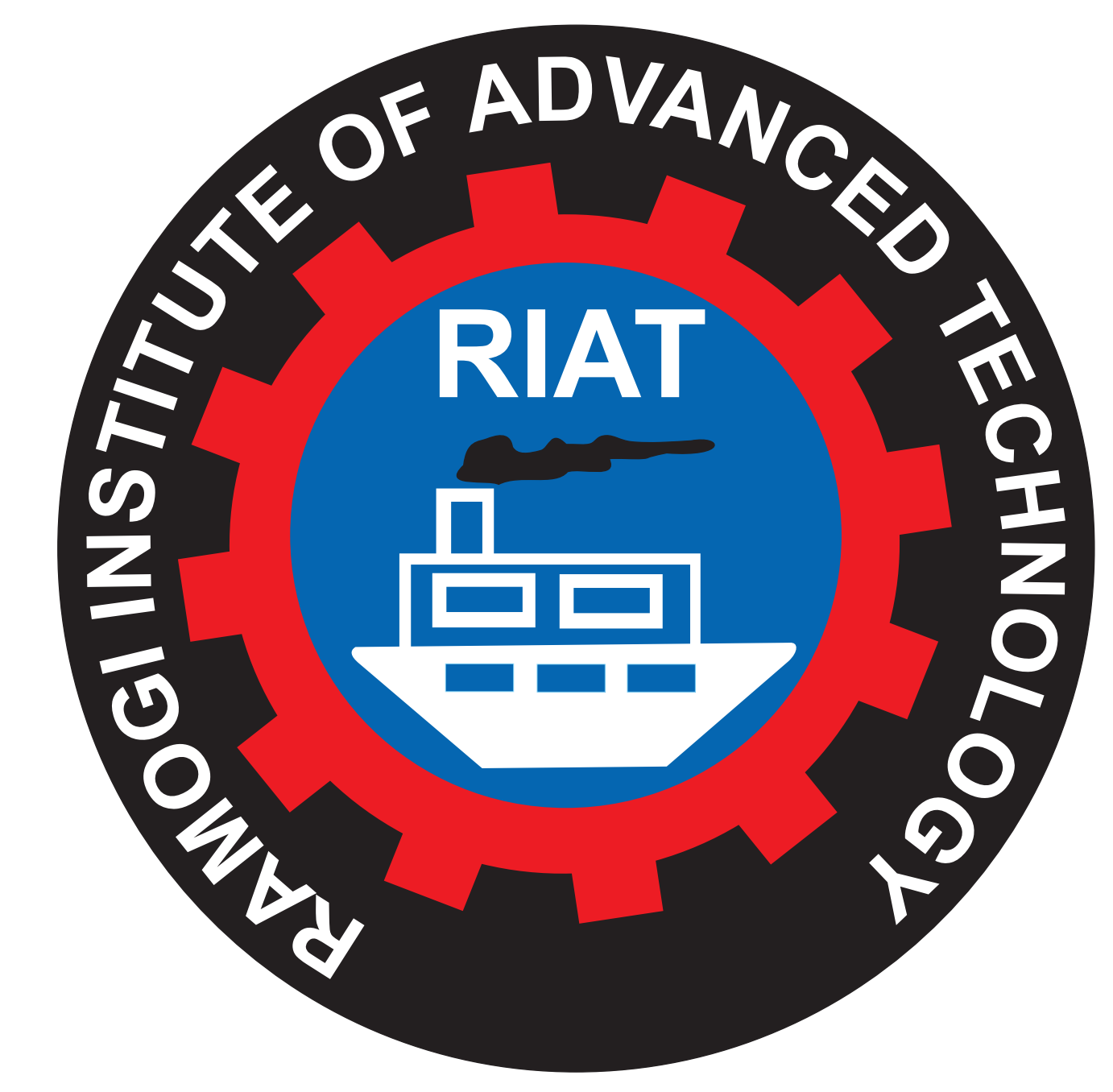


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RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY (RIAT)



CITIZENS' SERVICE DELIVERY CHARTER

VISION:

To Be a Leader in Quality Training that Responds to the Vocational and Technical Needs of Local and Global Society.

MISSION:

To Produce Quality Skilled and Self-driven Technical & Vocational Education Graduates With Innovative & Creative Competencies Relevant to Industrial Development.

CORE VALUES:

Integrity & Honesty | Professionalism | Teamwork | Accountability & Transparency | Innovativeness & Creativity | Customer Focus | Diversity & Inclusion

#	SERVICE	OBLIGATION	CHARGES (KSHS)	DURATION
1	Enquiries	- Provide details for the required service	Free	10 minutes
2	Trainee Admission	- Original and copy of valid academic documents - Proof of identity - Passport size photograph	500	20 minutes
3	Training	- Duly enrolled student - Must have registered for the term	As per approved fee structure	As per instructional timetable
4	External Examination Registration	- Proof of payment for examination fees - Valid academic certificate - Birth certificate - Copy of National ID - Two passport size photos	Free	10 minutes
5	Issuance of academic certificates	- Duly filled and signed Clearance form	Free	10 minutes
6	Guidance and counselling	- Presentation of the issue - Appointment	Free	10 minutes
7	Payment to suppliers	Proof of service or goods delivered	Free	90 Days

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Email: info @ramogiinstitute.ac.ke or riat college2015@gmail.com
For further details please visit our website;
<https://www.ramogiinstitute.ac.ke/service.php>



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