



MINISTRY OF EDUCATION

**MITUNGUU
TECHNICAL
TRAINING
INSTITUTE**

SERVICE DELIVERY

ELECTRICAL DEPARTMENT

No.	Service rendered	Customer standard	Customer requirement	Charges
1	Allocating workload	One week to the end of term.	-Trainers qualified in the trade area. -List of units	Free
2	Release of the Timetable	One week before opening	Approval by DP academics.	Free
3	Receipt of schemes of work	Within the first of the term	Schemes of work ready	Free
4	Receipt of records of work	On weekly basis	Records of work ready.	Free
5	Issuance of registers	Within the first of the term	List of Classes	Free
6	Issuance of teaching diaries	On weekly basis	List of Class representatives	Free
7	Receipt of teaching diaries	At the end of every week.	Dully filled	Free
8	Training	As per the timetable	Trainers qualified in the trade area. -list of units	Free
8	Budgeting	Upon request	Necessary approval	Free
9	Academic trips	As per academic policy	-Necessary approval -Place to be visited	As per trip charges
10	Enquiries	Within 10 minutes	As per the request	Free

TEL.0701233591

Email:mitunguutechnical@gmail.com

