



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL & TECHNICAL TRAINING
TIGANIA EAST TECHNICAL & VOCATIONAL COLLEGE**



(Next to Mikinduri Market)
Technical Skills and Innovation for Self-Reliance and Sustainability
P.O. BOX 14 – 60607 MIKINDURI, MERU.

Tel: 0745-911518 Email: info@tiganiaeasttechnical.ac.ke Website: www.tiganiaeasttechnical.ac.ke

JOINING INSTRUCTIONS

NAME:

ADDRESS:

COURSE:

QUALIFICATION GRADE: **DURATION OF COURSE:**

DATE OF ISSUE: **REPORTING DATE:**

ADMISSION

We are pleased to inform you that you have been admitted to join Tigania East Technical and Vocational College.

Tigania East Technical and Vocational College is a government institute sponsored by the Ministry of Education Science and Technology. It is a mixed training institute.

The institute MOTTO is ‘*Technical Skills for Self-reliance and Sustainability*’

LOCATION

This Institute is located in Tigania East Sub-county, Mikinduri Division, next to Mikinduri Market.

COMPULSORY ITEMS

On the day of admission please bring the following items:-

- (a) This letter of admission.
- (b) Originals and two (2) copies of each of the following documents
 - ❖ KCSE
 - ❖ KCPE certificate for Artisan applicants
 - ❖ School leaving certificate
 - ❖ Birth certificate
 - ❖ National Identity card
 - ❖ Medical certificate (see attached copy).
 - ❖ Two passport size photographs
 - ❖ Fees (see the attached fees structure)

BOARDING AND ACCOMMODATION

The institute currently does not offer any accommodation to the students.

TEXTBOOKS AND OTHER REQUIREMENTS

- a) Though the Institute will provide some library books, students are advised to buy some textbooks on their own to supplement the available books.
- b) Stationery will not be provided. Students are advised to provide for themselves enough writing materials.
- c) Engineering students will be required to buy their own tools and equipment as listed below.

COMMON REQUIREMENTS FOR ALL ENGINEERING STUDENTS

1. T-square 600mm.
2. Engineering drawing set.
3. Engineering set square ($45^\circ \times 45^\circ$, $60^\circ \times 30^\circ$) 450mm and protractor.
4. Masking tape.
5. Drawing book A3 size.
6. Pencils 4H, HB
7. Scientific Calculator.
8. Four figure mathematical log table.
9. Overall or dust coat (Dark Blue in colour).

NB: Some courses may have additional tools, materials and equipment.

RULES AND REGULATIONS

Tigania East Technical and Vocational College is an institution of higher learning governed by rule of law. Attached find a copy of the Institutes rules and regulations. Ensure that you and your parent/guardian/sponsor read and understand them well before signing the declaration form provided.

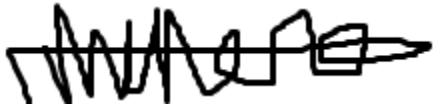
Please note that the institute does not condone indiscipline. Any student who cannot cope with the institute's rules and regulations will be advised to leave.

Finally, we hope you will secure this chance and reap maximum benefits from Tigania East Technical and Vocational College for a better future. We are therefore expecting you to report for admission not later than the date stated on the first page and during office working hours (8.00am–5.00pm).

If you fail to report on this date, it will be assumed that you did not accept the offer and your chance will be given to someone else.

Thank You.

MUNENE MORRIS

A handwritten signature in black ink, appearing to read 'MUNENE MORRIS', written over a horizontal line.

**REGISTRAR
FOR PRINCIPAL**

RULES AND REGULATIONS

1. DISCIPLINE

- a) Internal exams are compulsory to all students. No student will be registered for KNEC Examination (or other External Examinations) without coursework marks.
- b) Students are strictly prohibited from carrying dangerous weapons in and outside the institute.
- c) At no time in college should a student take alcohol, smoke cigarettes, chew miraa or be known to abuse any other drug.
- d) No student should be involved in fighting. Any degree of provocation should be reported immediately.
- e) All students are required to attend all the lectures punctually. Any student who misses classes without a valid reason will face disciplinary committee.
- f) All students should respect all forms of authority in the institute –Student Leaders, Trainers, Support Staff, and visitors.
- g) Duty allocated on the Rota should be attended
- h) No student should pass through the fence; the only entry is through the gate.

2. PROTECTION OF STUDENT FROM SEXUAL ABUSE

- a) Pornographic materials e.g. magazines, CD's/DVD's are prohibited in the institution.
- b) Visiting trainers' houses by students is prohibited.
- c) All forms of abuse may it be sexual, assault, inducement; threats or violence, exposing pornographic materials etc is not allowed. Any such abuses should be reported to the administration immediately.
- d) Gay and Lesbianism relationships are prohibited in the institution.

3. VISITORS

Official visiting hours within the weekdays are at lunch break and after 4.00pm. Any other time should be with M.O.D's permission

4. DRESSING

- a) Trainees should always be decently dressed. In the compound we do not expect students in slippers, caps, revealing clothes etc.
- b) Trainees should be dressed in the right workshop attire during workshop lessons
- c) Trainees should always be in a decent haircut and hair do

5. MEETINGS

Any form of meeting should be held in consultation with the administration.

6. VANDALISM

- a. Destroying of Institute's property will lead to disciplinary action
- b. No trainee should carry any item from the Institute's designated areas.

7. TRESPASSING

- a. Any trainee found in areas out of bounds for students without permission of the Officers concerned will lead to disciplinary action. Such areas include but not limited to kitchen, offices and workshops in the absence of trainers

8. LEADERSHIP

- a. A student leader must be a person of integrity
- b. A student leader who is implicated in a discipline case automatically loses the leadership position

9. INTIMIDATION

- a. Any student leader who is found intimidating the trainees in any way will lose the position of leadership automatically

10. VOLATILE/FLAMMABLE MATERIALS

- a.No flammable materials should be found within the institute’s compound

11. INCITEMENT

- a. Any trainee found inciting other trainees will be dealt with by the disciplinary committee. Any form of communication should be channeled using the formal channels of the Institution

CONSENT BY STUDENT

I have read and understood the rules and regulations, and I agree to abide by them as long as I am a student of Tigania East Technical and Vocational College.

Trainee’s Name.....

Signature.....

Date.....

Witnessed by:

Parent/Guardian Name.....

Signature.....

Date.....

SECTION I:

TRAINEES PERSONAL DETAILS

Full Name:

P.O Box..... Postal Code.....

Gender..... Date of birth..... Marital status:

ID NO:

TEL NO (student's)..... Email:

Religion..... Denomination.....

County..... Constituency.....

Home district..... Division.....

Location..... Sub location.....

Village.....

Any disability/ health problem: (YES/NO) (MILD/SEVERE) (tick as applicable)If yes Specify:

.....
.....

Hobbies.....

How did you get to know about Tigania East Technical and Vocational College?

.....

PREVIOUS ACADEMIC DETAILS

Previous Institution/School:

P.O Box.....Postal Code:

Highest level of education/training.....

Grade obtained.....

Year completed.....

SECTION II:

FAMILY DETAILS

Father's name:

ID NO..... (Attach a copy of ID card)

TEL NO.....

Occupation.....

Other sources of income.....

Is father alive? (YES/NO)..... (If no, attach evidence of death)

Mother's name.....

ID NO..... (Attach a copy of ID card)

TEL NO.....

Occupation.....

Other sources of income.....

Is mother alive? (YES/NO)..... (If no, attach evidence of death)

State who pays your fees.....

Relationship..... Occupation.....

ID NO..... Address

Telephone No.....

SIBLINGS IN SCHOOL/OTHER INSTITUTIONS

	Name	School/Institution	Level
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Briefly provide any other relevant information.....

SECTION III:

TRAINEE’S DECLARATION.

I confirm that the information given above is true to the best of my knowledge and I am aware that giving false information will lead to automatic disqualification.

Name:.....

Signature.....

Date.....

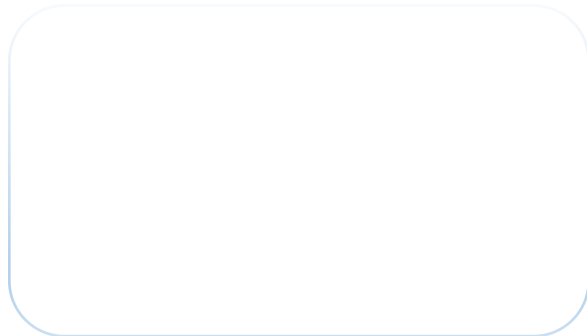
REGISTRAR’S COMMENTS

.....
.....
.....

Signature.....

Date.....

Stamp



MEDICAL REPORT

NOTE: Applicants must get this form filled by a Doctor from a recognized hospital.
Payment for the examination is the sole responsibility of the applicant.

NAME:.....

COURSE..... **Tel.**.....

1. Eyes and vision }

- ✓ Unaided Right-Left.....
- ✓ Aided Right-Left.....
- ✓ Colour Blind.....
- ✓ Visual field.....

2. Nose }

- ✓ Nasal bleeding.....
- ✓ Adenoids.....

3. Ears

Hearing voice –

- ✓ Right.....
- ✓ Left.....

4. Mouth and Teeth.....

5. Glands.....

6. Chest.....

With special reference to any tubercular tendencies.....

7. Spinal column.....

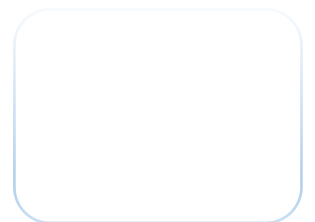
8. Body- internal organs.....

9. Any other weakness, defects or disease: e.g. Defects of speech local twitching or spasm, nervous disorders. STIS etc. General observations if care is desirable in any special direction please give particulars.....

.....

Name of the registered medical practitioner.....

Signature..... Date..... Official Stamp



APPROVED TVET FEES CHARGEABLE PER YEAR

SN	VOTEHEAD	AMOUNT(KSH)
1	School Equipment and Stores (SES)/GOK-Capitation	30,000.00
2	Personal Emoluments (P.E)	12,170.00
3	Electricity, Water and Conservancy (EWC)	3,600.00
4	Local, Transport and Travel (LT & T)	2,400.00
5	Repairs, Maintenance and Improvement (RMI)	3,000.00
6	Activity Fees	3,000.00
7	Industrial Attachment inclusive of Medical and Insurance	2,250.00
Total Annual Fee		56,420.00
Less Government Capitation grant		30,000.00
TOTAL		26,420.00

Note: This balance can be cleared by applying for HELB loan or Bursaries.

Other Levies/Expenses include:

- | | |
|---------------------------------------|--------------------------------|
| a) National examination fees | KNEC/NITA etc |
| b) Boarding fees | Landlords |
| c) Professional By fees | KASNEB |
| d) Registration with KUCCPS | Ksh.1500 (Only for KUCCPS) |
| e) Student ID | Ksh200 (Payable on admission) |
| f) External Examination Materials Fee | KNEC/NITA Advance instructions |
| g) Registration | 300 (Payable once) |

Payment can be made by deposit in any branch of Equity Bank country wide payable to Tigania East Technical College A/C No. **1040279548571** Equity Bank Meru-Makutano.

Or

Through Mpesa Paybill No **141410** A/C No. **1040279548571**

NB: Fees paid is not refundable under any circumstances. TETVC Board of Governors reserves the right to review the fees from time to time.