



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: tiganiaeasttvc@gmail.com

Website: www.tiganiaeasttechnical.ac.ke

JOINING INSTRUCTIONS

To: _____

Admission No: _____

Tel: _____

Email: _____

P.O. Box: _____

Code: _____

Town: _____

Course Admitted: _____

KUCCPS Course Code: _____

Qualification Grade: _____ Duration of Course: _____

Date of Issue: **August 1, 2023**

Reporting Date: **August 21, 2023**

ADMISSION

We are pleased to inform you that you have been offered an admission at Tigania East Technical and Vocational College, a government institute sponsored by the Ministry of Education, State Department for Vocational and Technical Training.

Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the government scholarship does not cover the entire cost of your program, the deficit will be met by your parent/guardian.

Congratulations for this wonderful opportunity to propel your career and future.

LOCATION

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

COMPULSORY ITEMS

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

(a) This Letter of Offer.

(b) Originals and two (2) copies of each of the following documents

- ❖ KCSE certificate/Result slip
- ❖ KCPE certificate
- ❖ Previous school leaving certificate
- ❖ Birth certificate
- ❖ National Identity card
- ❖ Medical certificate (form on page 9 duly filled by a Doctor from a recognized hospital).
- ❖ Two passport size photographs
- ❖ Fees (see the attached fees structure on page 10&11)

BOARDING AND ACCOMMODATION

The institute currently does not offer any accommodation to the students. However there are private hostels near the college that students can rent and walk to college for classes.

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° x 45°, 60° x 30°) 450mm and protractor.
4. Masking tape.
5. Drawing book A3 size.
6. Pencils 4H, HB
7. Scientific calculator (preferably Casio FX991ES plus or 570ES plus).
8. SMP advanced mathematical table.
9. Overall or dust coat (Dark Blue in colour).
10. Portable A2 drawing board

NB: Some courses may have additional tools, materials and equipment: see attached course requirements list.

RULES AND REGULATIONS

Tigania East Technical and Vocational College is an institution of higher learning governed by rule of law. Ensure that you and your parent/guardian/sponsor read and understand attached rules and regulations 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.

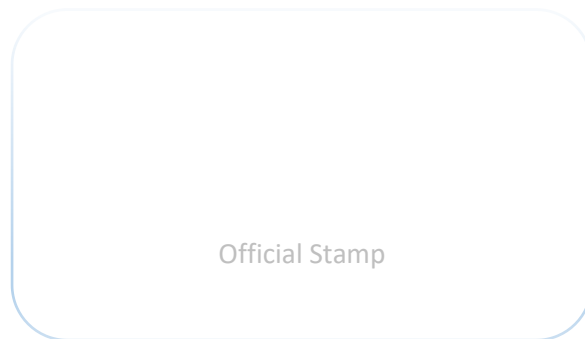
Finally, we hope you will secure this chance and reap maximum benefits from Tigania East Technical and Vocational College for a better future. We are therefore expecting you to report for admission not later than the date stated on the first page and during office working hours (8.00am–5.00pm).

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.



Alex Kobia
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/classes 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) 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, websites etc are prohibited in the institution.
- b) Visiting trainers' houses by students is prohibited.
- c) All forms of abuse such as 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 is from 8am-5pm on weekdays only.

4. DRESSING

- a) Trainees should always be decently dressed. In the compound we do not expect students in slippers, caps, hoods, knitted marvin hats, revealing or torn 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

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

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

10. VOLATILE/FLAMMABLE MATERIALS

No flammable materials should be found within the institute's compound

11. INCITEMENT

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.....

ID.No.....

Tel.....

Signature.....

Date.....

Witnessed by:

Parent/Guardian Name.....

ID.No.....

Tel.....

Signature.....

Date.....

SECTION I:

TRAINEES PERSONAL DETAILS

Full Name:

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

Gender..... Date of birth (dd/mm/yyyy)..... Marital status:

ID NO:

TEL NO (student's)..... Alternative Mobile Tel.no.....

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.....

KCPE Index number..... Year..... Marks.....

KCSE Index Number..... Year..... Grade.....

Birth Certificate Entry Number.....

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)

Father's Monthly income (Kes.)

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)

Mother's Monthly income (Kes.)

State who pays your fees.....

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

ID NO..... Address

Telephone No.....

Monthly income (Kes.)

SIBLINGS IN SCHOOL/OTHER INSTITUTIONS

Name	School/Institution	Level
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
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 and/or legal action.

Name:.....

ID No.....

Tel.....

Signature.....

Date.....

REGISTRAR'S COMMENTS

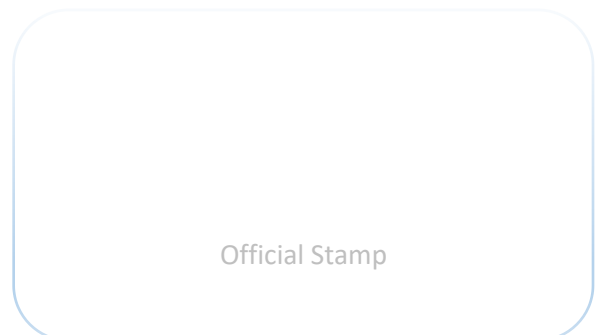
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.....

.....

Signature.....

Date.....



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.....

Official Stamp



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NEW FUNDING MODEL FEE STRUCTURE & PAYMENT DETAILS

The government has rolled out a new student-centered funding model for universities and TVET institutions. Under the new model, universities and TVET institutions no longer receive block funding in form of grants based on differentiated unit cost (DUC) previously used. Instead, the government has resolved that institutions' funding will be apportioned to individual students according to their level of need: **Vulnerable, Extremely Needy, Needy or Less Needy**.

If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the government scholarship does not cover the entire cost of your program, the deficit will be met by your parent/guardian.

The annual tuition fee as per the new funding model is **Kes. 67,189/-** cascaded as follows:

	Amount (KSH.)	
VOTEHEAD	TERM 1	TERM 2
Activity	2400	2400
Electricity, Water & Conservancy (EWC)	1870	2100
Local, Transport and Travel (L,T&T)	2100	2100
Personal Emoluments	5250	5250
Repairs, Maintenance and Improvement (RMI)	2000	2000
Tuition	20600	16869
Industrial Attachment inclusive of Medical and Insurance		2250
Subtotal	34220	32969
Total Annual Fee	67189	

Other one-off levies payable on Admission

Application **500**, KUCCPS **1500**, Student ID **500**, Student Council **400**, TVETA **500** & Caution **500**

It's also important to note that:

- External Examination fees are set by the examining body and may vary from time to time.
- CDACC-CBET & KNEC-NAVCET Level 1& 2, Artisan & Craft candidates shall pay **Practical's Materials Fee of Kes2,000/-** together with the examination fee.
- The above fees excludes accommodation, medical cover & expenses and professional bodies' subscription (where applicable).
- All fees and levies are payable by either Bankers cheque or cash deposit to college account-

Account Name: **Tigania East Technical and Vocational College**

Bank & Branch: **Equity Bank, Meru Makutano Branch**

A/C no: **1040279548571**

Or by **Mpesa Paybill** No: **247247** Business No: **141410**

- Personal cheques and Cash payments to college are NOT ACCEPTABLE.
- On admission a student shall be required to pay a minimum of Kshs. **10,000/-** waiting for validation of the level of need by the mean testing instrument: refundable if categorized as Vulnerably or Extremely needy.
- Students are encouraged to apply for government funding to ease fee payment burden.

Alex Kobia

REGISTRAR- ACADEMIC AFFAIRS & CAREER SERVICES

FOR: PRINCIPAL

