



**NTVC/ADMIN/REG/001**

**LETTER OF ADMISSION**

NAME: .....

COURSE: .....DURATION: .....

ADDRESS: ..... ZIP CODE.....TOWN.....

MOBILE PHONE NO. ....

**RE: INVITATION TO PURSUE A COURSE AT NDIA TECHNICAL & VOCATIONAL COLLEGE**

I am pleased to inform that you have been offered a vacancy to pursue the course indicated above. Reporting date is on **5<sup>th</sup> to 9<sup>th</sup> September, 2022**. You are required to report during working hours from **8.00a.m. to 5.00p.m. (Monday-Friday)**

**Attached find:**

- 1. Certificate of medical examination to be dully filled as per the requirements**
- 2. Personal details form to be dully filled before reporting**
- 3. Course requirement for every department**
- 4. Rules and regulations to be read and signed before reporting**
- 5. Fee structure**

1. ALL COLLEGE FUND MUST BE PAID IN BANKERS CHEQUE OR BANKED DIRECTLY TO THE COLLEGE ACCOUNT NO.1222475065 KCB MURANG'A BRANCH.
2. FEE PAID IS NOT REFUNDABLE.
3. THE ABOVE FEES DOES NOT COVER FEEDING AND ACCOMODATION (THE TRAINEES WILL BE EXPECTED TO MAKE THEIR OWN ARRANGEMENTS ON BOTH.)
4. KNEC EXAMINATION AND MATERIAL FEES IS PAYABLE TO KNEC AND SHOULD BE PAID TO THE COLLEGE ACCOUNT.

**NOTE: ACCOMMODATION IS AVAILABLE WITHIN THE COLLEGE NEIGHBOURHOOD AT AFFORDABLE FEE**

**WELCOME TO NDIA TECHNICAL & VOCATIONAL COLLEGE**



MINISTRY OF EDUCATION

(STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING)
NDIA TECHNICAL AND VOCATIONAL COLLEGE

P. O. Box 4 -10230, SAGANA
Tel: 0799 906 614 E-mail: ndiatechnical@gmail.com
Website:www.ndiatvc.ac.ke



M.O.H

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.....
.....

THE PRINCIPAL
Ndia Technical & Vocational
College
PO BOX 4 – 10230,
Sagana

MEDICAL CERTIFICATE OF FITNESS

This is to certify that.....(Trainee name) invited to take
..... (Course) in your College has been checked on the fitness thus: -

Table with 12 rows and 2 columns. Row 1: Eyes and Vision (Unaided/Aided Right/Left, Colour blind, Visual field). Row 2: Nose and Throat (Is nasal breathing habitual? Adenoids?). Row 3: Ears (Hear voice Right/Left). Row 4: Mouth and teeth. Row 5: Glands in the neck. Row 6: Check Heart, lungs with special reference to any tubercular Tendencies. Row 7: Spinal column. Row 8: Urine, Stool. Row 9: Spleen liver, Piles and varicose veins. Row 10: Any other weakness defects or disease e.g. cholera or other nervous disorder. Venereal disease or rheumatic tendency. Row 11: If one is desirable in any special direction Please give particulars (general observations). Row 12: Pregnancy.

SIGNATURE & RUBBER STAMP OF REGISTERED MEDICAL PRACTITIONER

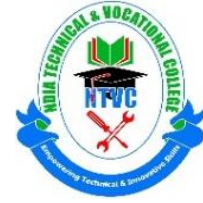
ADDRESS .....
.....
.....

DATE: .....

This form MUST be complete by a registered doctor. Payment for the examination is the sole responsibility of the applicant



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**TRAINEES APPRAISAL FORM**  
**PERSONAL DATA**

1.

Name.....

ID No..... Mobile No.....

Date of Birth..... Email Address.....

County.....Sub County.....

Location.....Sub-Location .....

KCPE INDEX NO. ....KCSE INDEX NO. ....

KRA PIN NO: ..... NEMIS CODE.....

(a)Marital Status.....

(b)Name and address of spouse (if married) .....

Father’s Name.....IDNo:.....

Alive or Deceased .....Occupation.....

Address..... Tel:.....

Mother’s Name.....ID No:.....

Alive or Deceased ..... Occupation.....

Address..... Tel.....
2. Name(s) of brother(s), sister(s). State whether working or in school/college.

Name.....working/college/school.....

Name.....working/college/school.....

Name.....working/college/school.....

3. Guarantee to pay fees (if not parents, state relationship and occupation)

Name.....Relationship.....Occupation:.....

Address.....

Tel.....Signature.....

Give names and address of two persons who can be contacted in case of emergency.

Name	Relationship	Address	Tel: Number
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1. ....	.. ..	.....	.....
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2. ....	.. ..	.....	.....
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4. Any other institution(s) attended and qualifications attained.....

.....

5. Which games/sports are you interested in?.....

6. Which clubs/societies are you interest in?.....

7. Do you suffer from any impairment? If so give details.....

.....

8. Please given any information you think is useful for you to communicate to the college.

.....

.....

9. The parent/guardian/sponsor will offset the expenses incurred upon admission in any hospital.

**DECLARATION**

I,.....ID No .....declare that

I will undertake to abide with the regulations governing the institution, conduct and discipline of the trainees at Ndia Technical and Vocational College.

**Signed:**.....

**Date:**.....

**Witnessed Parent/Guardian:** .....

**Date:**.....



## REQUIREMENTS ON ADMISSION

### A. Admission Requirements

1. Original and copies of KCPE and KCSE certificate/results slip.
2. Original and copy of leaving Certificate (O level)
3. Original and copy of birth certificate.
4. 3 recently taken passport size photographs.
5. Original and copy of National Identity card.
6. 6- A4 Exercise books each 200 pages.
7. One (1) spring file
8. One (1) Ream of photocopying papers

### B. College and COVID-19 rules and regulations

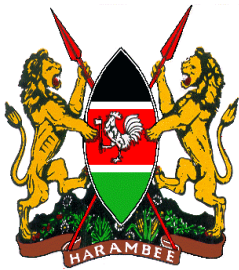
The College rules and regulations must be adhered to. A copy of the same will be issued on admission.

### C. Personal data

The attached personal data sheet must be completed on admission.

### D. Medical Certificate

The enclosed Medical Certificate must be completed, signed and stamped by a government Medical Officer.



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## **COLLEGE RULES AND REGULATIONS**

### **Academic Rules**

1. Attendance of Classes, Lectures, Workshop Practices, Seminars and other scheduled activities is **compulsory**. In case of any need to be absent, permission should be sort from the subject trainer or the Head of Department.
2. Trainees **must** strictly keep time and observe the daily program, being late the trainee may be barred entry by the lecturer to the classroom. Chronic lateness to class may lead to suspension and thereafter disciplinary action.
3. Any trainee wishing to withdraw from the course for any reason must involve his/her parent / guardian and must clear before he / she leaves the institution.
4. All trainees must report to the College on the reporting day of the term or as scheduled.
5. Trainees are expected to participate in co-curricular and extra-curricular activities.
6. All trainees are expected to conduct themselves with dignity and integrity.
7. All trainees are expected to work hard and manage their time effectively.
8. Rules and regulation for safety in the workshop should strictly be adhered to

### **General rules & regulations**

1. Trainees should treat college staff with respect at all times and be courteous to fellow trainees. Assault, issuance of threats or use of abusive language will lead to expulsion.
2. Trainees should refrain from damaging the college property.
  - (i) Theft of college property and trainee property is a serious crime which leads to a serious disciplinary action ie, expulsion
  - (ii) Electricity and water taps should be put off when not in use
  - (iii) There should be no interference with electrical installation systems and electrical gadgets.

Any trainee violating the above rules will:

- a) Pay twice the cost of appliance of fitting interfered with or material destroyed and cost of fixing the same.
  - b) Be held wholly responsible for any damage, loss or injuries caused by the irresponsible act.
3. Unacceptable behavior including
    - i) Drunkenness and use of alcoholic beverages, chewing miraa, gambling, smoking cigarettes and taking any other form of drugs substance abuse is prohibited in and around the school environment.
    - ii) Sexual harassment, indecent sexual advances, cohabiting and flirting is not allowed in and outside the college environment and within their residential areas.
    - iii) All types of weapons must not be possessed by any trainee within the college.
    - iv) All trainees must observe discipline in and out of college and the community where they reside.
    - v) Organizing and participating in illegal demonstrations, gatherings or procession is prohibited.
    - vi) Writing on walls, Lecture chairs, tables and drawing boards is not allowed.
    - vii) Littering the compound is not allowed
    - viii) Unauthorized and unnecessary noise from loud music in the college during learning hours.

4. All trainees must maintain a high degree of decency and personal hygiene.
- i) Shaggy hair, dreadlocks and untucked shirts sagged trousers / shorts will not be allowed
  - ii) Slippers and sandals will not be worn in the workshops and lecture rooms
  - iii) Caps, earphones and using of phones will not be allowed in workshops and lecture rooms.
  - iv) Toilets should be used carefully and kept clean.
  - v) Female trainees should wear proper and in decent manner, ie. Not tight skirts, miniskirts, tumbo cuts and generally transparent and body revealing clothes or outfits.

**NOTE**

Any involvement in prohibited harmful substance and drugs peddling will be handed over to the police

**DECLARATIONS**

I ..... Adm No. .... Course .....

have read and understood the above college rules and regulations and any punishment that is prescribed of defiance.

Signature of trainee..... Id No. ....

Name of Parent / Guardian ..... Signature .....

Date .....



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## COVID 19 RULES AND REGULATIONS

The trainee:

1. Should be screened for COVID-19 symptoms at the main entrance.
2. Must wash their hands with soap and water or use an alcohol based sanitizer at the entrance and also as many times as possible when in the compound.
3. Should don face mask before gaining entry into the college and it should cover the nose and mouth at all times.
4. Should observe physical distancing during screening and hand washing.
5. Should avoid touching surfaces like rails of staircases or balconies.
6. Must not move furniture from the marked points of 1 metre distance.
7. Attend all sensitization meetings organized by the institution on COVID-19 issues.
8. Should avoid meeting in large groups of people exceeding six people.
9. Should stay in their designated areas and avoid unnecessary movements and interactions
10. Should wash hands before entering into classrooms as nd laboratories
11. Should use detergents or disinfections to clean their rooms and bathrooms/ washrooms.
12. In their residential rooms, trainees should keep a distance of 1.5metres and avoid overcrowding.
13. Trainees are encouraged to use contactless payments eg M-pesa to pay for their services.
14. Trainees should keep 1.5 metre distance in dining areas and have four people for every 10metre square (10m<sup>2</sup>) area.
15. Trainees with Covid 19 like symptoms should stay away from the instituting and seek medical attention.

NB

Trainees are not allowed to visit the office unless with a very good reason.

Trainees should use the ramp staircase to access the building of classes.

The front staircase is strictly out of bounds for trainees.

Signature of student ..... Id .No. ....

Name of Parent / Guardian ..... Signature .....

Date .....



## **REQUIREMENTS IN MOTOR VEHICLE MECHANIC DEPARTMENT**

1. Overall or dust coat
2. Leather boots
3. 1 Tee square
4. 2 Set Square 45<sup>0</sup> and 60<sup>0</sup>
5. 1 Drawing set (Engineering set)
6. 1 Drawing Steadler Pencils HB, 2H and 3H
7. Eraser – Steadler
8. Technical drawing Board for A3 Paper
9. Masking tape
10. Scientific calculator
11. Trade area tool kit (Box spanners no.8-17 , T-handle, Ring spanner No.8-17, extension, feeler gauge, Ratchet & Fixed spanners No. 8-17)
12. Smart phone/ Laptop

## **REQUIREMENTS IN BUILDING AND CIVIL ENGINEERING DEPARTMENT**

1. Blue Overall
2. 1 Drawing set (Engineering set)
3. T- Square
4. HB & H – Pencils (Steadler traditional 1 10)
5. Scientific calculator
6. Drawing board (for A3 Papers) (*50 by 36 cm*)
7. 3m tape measure
8. Masking tape
9. Trade area tool kit for Craft and Artisans( Plumb bob, plumb line, mason trowel, wood float, steel float, masons hammer, masons chisel & spirit level)
10. Smart phone/ Laptop

## **REQUIREMENTS IN ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT**

The student trainees are supposed to bring along some of the basic tools that are used for technical drawing and practical training.

### **1. All trainees Artisan, Craft and Diploma**

- a) Tee square
- b) 1 Drawing set (Engineering set)
- c) Set square; 30<sup>0</sup> / 60<sup>0</sup> and 45<sup>0</sup> / 45<sup>0</sup>
- d) Scale rule
- e) Pair of pencil (NH,H and 2H)
- f) Masking tape
- g) Eraser
- h) Electrical toolkit, with pliers, Tester, side-cutter, cross-pein harmer screw drivers (flat & star)
- i) Drawing board for A3 paper
- j) Smart phone/ Laptop

### **In Addition**

II: Trainees for **Craft courses** will be required to bring along:

- a. Scientific calculator, CASIO

### **REQUIREMENTS IN PLUMBING TECHNOLOGY SECTION**

1. Blue Overall
2. 300mm Technical drawing set Squares 45<sup>0</sup> & 60<sup>0</sup>
3. Technical Drawing Engineering Set
4. T- Square
5. HB & H – Pencils (Steadler traditional 1 10)
6. Scientific calculator
7. Drawing board (for A3 Papers) (50 by 36 cm)
8. 3M tape measure
9. Masking tape
10. Trade area tool kit ( Hack saw, Chisel, Spirit level, Masons square, pliers, Adjustable spanner & 10 inches pipe range)
11. Smart phone/ Laptop

### **REQUIREMENTS IN I.C.T.DEPARTMENT**

1. Two 4GB Flash disks
2. 4 rewritable CDs
3. 2 reams of photocopy papers
4. Laptop
5. Smart phone

### **HAIRDRESSING AND BEAUTY REQUIREMENTS**

#### **ITEMS NEEDED FOR TERM 1 PRACTICAL'S**

- |                                      |  |
|--------------------------------------|--|
| 1. 3 Towels                          | 2. Remover                               |
| 3. Sandals                           | 4. Scrubber                              |
| 5. Head band                         | 6. Massage oil                           |
| 7. 3 pkts of pins                    | 8. Enamel                                |
| 9. Shower cape                       | 10. Base Coat                            |
| 11. Shampoo – 1 Litre                | 12. Top Coat                             |
| 13. Conditioner – 1 Litre            | 14. Nail art                             |
| 15. Hair food                        | 16. Manicure kit                         |
| 17. Setting lotion                   | 18. Thread                               |
| 19. Apron                            | 20. Needle                               |
| 21. Cotton wool                      | 22. Pumice stone (Jiwe la kusugua miguu) |
| 23. Antiseptic                       | 24. Set of combs                         |
| 25. Spirit                           | 26. Blow-dry comb                        |
| 27. Three pieces of anti-septic soap |  |