



MINISTRY OF EDUCATION
KANDARA TECHNICAL AND VOCATIONAL COLLEGE
P.O. Box 17 – 01020, KENOL, Tel. 0757054561/0726 299803

E-mail: kandaratvc@gmail.com Website: www.kandaratech.ac.ke

APPLICATION FORM



DATE: _____

A. PERSONAL DETAILS

SURNAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

HOME ADDRESS: _____ I.D. No. _____

PHONE NO. _____ E-mail: _____

DATE OF BIRTH (DD/MM/YYYY) ____ / ____ / ____

B. QUALIFICATIONS (Compulsory)

KCSE MEAN GRADE: _____ INDEX NUMBER: _____ YEAR: _____ KCPE TOTAL MARKS:

_____ INDEX NUMBER: _____ YEAR: _____

HIGH SCHOOL ATTENDED:

COURSE APPLIED FOR: _____ **NEXT OF KIN:**

_____ PHONE NO: _____

GUARDIAN: _____ PHONE NO: _____

ADDRESS: _____ EMAIL: _____

SIGNATURE OF APPLICANT

HOW DID YOU COME TO KNOW ABOUT KANDARA T.V.C PROGRAMS? (Tick Appropriately)

- 1) MEDIA 4) ☐ KUCCPS PLACED ☐
2) FRIEND 5) ☐ RECEIVED INVITATION LETTER
3) RELATIVE ☐ 6) KANDARA COLLEGE STUDENT ☐

NAME HIS/HER MOBILE NO: (for the person who referred you)

Would you recommend Kandara Technical College to a friend who has not joined a college? If yes, fill their names and contacts.

1. Friend's Name: Phone No.:

2. Friend's Name: Phone No.:

MODE OF DELIVERY: APPLICATIONS ACCOMPANIED BY PHOTOCOPIES OF NATIONAL I.D CARD AND BIRTH CERTIFICATE, KCSE OR OTHER RESULT SLIPS AND SCHOOL LEAVING CERTIFICATE SHOULD BE SENT THROUGH POST OR HAND DELIVERED TO:

THE PRINCIPAL THROUGH THE ABOVE ADDRESS



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ADMISSION LETTER



TRAINEE'S NAME: _____ **DATE:** _____ I'm pleased to inform you that you have been selected to join Kandara Technical and Vocational College to pursue a post Secondary technical course:

1. Name of course:
2. Admission Number:
3. Duration:
4. Report date : From:
5. Report time between: **8:00AM and 5:00PM**
6. Students **will not be admitted without submitting the following documents:**
 - (i) Originals and photocopies of:
 - a) K.C.P.E and K.C.S.E Certificates/Result Slips
 - b) Secondary School leaving certificate
 - c) National I.D. and Birth Certificate
 - (ii) Two (2) recent passport size photographs
 - (iii) Medical certificate of fitness from a government medical officer of health.

GOVERNMENT FUNDING.

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, Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

CODE OF RULES & REGULATIONS FOR STUDENT

Please find enclosed herewith the college Rules & Regulations which should guide you in internalizing and practicing the general principles of the Rule of Law. Read this code carefully and adhere to them.

LOCATION OF THE COLLEGE

Kandara Technical and Vocational College is located in Kiranga Location of Kandara Sub-County, Murang'a County. To reach Kandara TVC from Thika Town, board Kenol Matatus from Thika Main Stage and alight at Makenji. At Makenji, board matatu to Kiranga where the college is located.

I look forward to receiving you on the reporting date.

DATA USAGE CONSENT

I give _____ consent to taking pictures for the College marketing and/or publicity.

YES: ☐ NO: ☐ Sign:.....

MERCY KAMAU
PRINCIPAL/SEC BOG

TRAINEE'S CODE OF RULES AND REGULATIONS

PREAMBLE

The primary goal of Kandara TVC is to enhance the development of skills and application of technology among trainees. To achieve this objective, there is need to have a habitable training environment without distractions. The enlisted rules and regulations have been drafted primarily to enable Kandara TVC achieve its objectives. It is, therefore, in this regard that all students enrolling into Kandara Technical and Vocational College are advised to read, understand and adhere to these guidelines for their own good. The management of Kandara TVC and the teaching fraternity will enforce these rules and regulations fairly and consistently. NB: **Accommodation is readily available in the neighborhood**

A) GENERAL KANDARA TVC RULES



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1. All Trainees shall conduct themselves sensibly and with decorum, idling will not be allowed.
2. Trainees will be allowed to college up to 5:30pm
3. Duty Master, Deputy Principal will be at your disposal to help in case of any difficulty and they are your custodians in the absence of your parents/Guardians. Please do not hesitate to approach them.
4. The college shall not be held responsible for the damage caused by a student (s) within or outside the college compound.
5. Use or possession of narcotic drugs within the college regardless of time is highly prohibited. Going against this rule will lead to immediate suspension from the college pending the decision of the Kandara TVC disciplinary committee and the Board of Management.
6. Vandalism is a criminal offence and it will be punishable according to the laws of the land and shall lead to immediate expulsion from the college.

B) CLASS ATTENDANCE:

1. Attendance of classes, lectures, workshop practices, seminars and other such scheduled activities are compulsory. Non-attendance or non-participation due to illness or other good cause must be authorized by subject trainer/ Head of Department. Continued absence from tuition without permission constitutes a justification for expulsion from the college.
2. Field studies, study visits “on job” training and Industrial Attachments are part of college programmes. All students must attend to the above when required to do so.
3. All assignments, CATS and exams are compulsory.
4. All students must be punctual for lectures and other scheduled programmes.
5. All students are responsible for cleaning their lecture rooms.
6. All students are required to report to the college on the first day of the term.

C) MEETINGS:

Meetings to discuss matters of mutual interest between students, staff and/or administration shall always be allowed to take place provided:

1. A written notice for the meeting is given at least 5 working days before the proposed date for the meeting and an agenda included in the notice.
2. The date, time, agenda and venue for the meeting are mutually agreed upon by all the parties concerned with the consent of the administration.
3. The time of the meeting shall be solved at departmental meetings. If a solution cannot be found at the departmental level, the problem can be referred to the administration.

D) RESTRICTED AREAS:

1. The staff rooms, staff washrooms, kitchen and workshops are out of bounds to all trainees.
2. Students must use the main gate to access the college. Use of any other avenue will result to disciplinary action being taken against the offender.
3. Idling aimlessly is prohibited.

E) TRIPS

1. Students will not be allowed to attend trips without being accompanied by a Lecturer/Patron.
2. Students on any trip will be required to display good behavior and respect to their lecturers and the people in places they visit. Misconduct like drunkenness, refusal to take orders from lecturers and deliberate delays will lead to cancelling of future trips and other disciplinary measures taken as deemed necessary. A student who fails to return to the vehicle used for the trip fifteen minutes after the agreed time will be left to come back at his/her own cost. The college will therefore not concede to any liability arising thereof.

F) GROSS MISCONDUCT

Any gross misconduct e.g. stealing, fighting, use of vulgar language, incitement or rape is criminal and shall lead to expulsion.



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G) VISITORS

All visitors will be required to seek permission from the Deputy Principal/Teacher on Duty during weekdays and Master on Duty during weekends. No permission shall be granted after 5.00 Pm.

H) ENVIRONMENT:

The students are expected to keep the college environment clean. Filth and littering must be Avoided at all times. Destruction of flowers and trees shall be avoided at all times.

I) LANGUAGE POLICY

Students are expected to communicate in English or Kiswahili while in the college to enhance national unity & cohesion as well as improving their command in the two languages **J) DRESSING CODE:**

All trainees are expected to dress in simple, decent, modest and appropriate attire.

NOTE

The above rules and regulations may be revised from time to time by the college management.

TRAINEE'S DECLARATION

IAdm

NO.....

Courseagree to abide by all the above rules and regulations in force and any punishment that is prescribed in defiance.

Signature of student

.....ID.....

Name of Parent/Guardian/Sponsor

.....

Signature of the

parent.....Date.....

M. ACCIDENTS AND OTHER EMERGENCIES

Trainee's Name.....Adm

No.....

I agree that if the master/mistress for the time being in charge shall be of opinion that:

My son/ daughter requires some emergency medical attention while in the college whether within the precincts of the college or elsewhere, then and in any cases, the said Master/ Mistress in charge will be at liberty to procure for my son/daughter professional medical services and that I agree to pay all, reasonable expenses incidental to procure such services and to indemnify the said Master/Mistress.

SIGNED: DATE

Name of Parent/SponsorID NO. Parent/Sponsor

.....

AGREEMENT RELATING TO THE COLLEGE FACILITIES & EQUIPMENT:

In consideration of the equipment given by the institution to my son/daughter of such books, instruments or other articles may be necessary for his/her studies, I Hereby agree that I shall replace any of the items which may be lost or otherwise damaged by my Son/Daughter. I also agree to take responsibility that may be caused by my son/daughter.

SIGNED:

.....

..... Full Name of Parent/Sponsor

.....

ID NO of Parent/Sponsor

DATE:



CERTIFICATE OF MEDICAL EXAMINATION

(To be filled in a Government Hospital)

1. Name of candidate:

Date of Birth:

2. Area to be examined medically

- a) Vision:
- b) Hearing:
- c) Speech:
- d) Posture:
- e) Physical defects/deformities, if any:
- f) Symptoms of any infectious disease:
- g) Female applicants, is the candidate pregnant?:
- h) Any other medical condition:

IMPORTANT

Expectant/married trainees are legible for admission

CERTIFICATION

I, Doctor..... has this date.....
examined..... and found him/her fit/not fit for training in the course as admitted in.

Signature

Designation..... Address.....

.....

Date

(OFFICIAL STAMP OF M.O.H)