



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

P.O BOX 229 – 50241, Tel: 0718120187
KIPKARREN RIVER.

EMAIL: lugaridttc@gmail.com
Website: www.lugaridttc.ac.ke

Our Ref: LDTTC/ADM-KUCCPS/2026

13th July, 2026

To:-
All Students
September, 2026 Admission

RE: ADMISSION 2026

Congratulations for passing your KCSE exams and for securing a chance at Lugari Diploma Teachers Training College. The Kenya Universities and Colleges Central Placement Service (KUCCPS) has placed you to study Diploma in Secondary Teacher Education at Lugari Diploma TTC.

Kindly confirm that you attained the following pre-requisite qualifications:-

- Mean grade C+,
- English C plain, (or English C+ if it is your teaching subject)
- Maths (D+ for languages/humanities combinations, C plain for science combinations, C+ if it is your teaching subject)
- C+ in your 2 teaching subjects.

You are required to visit www.lugaridttc.ac.ke - *Admission Letter caption* and download the following documents:-

Ensure you have the below listed twelve (12) documents, downloadable at www.lugaridttc.ac.ke .

- | | | |
|-------------|---|--|
| Appendix 1 | - | Admission letter |
| Appendix 2 | - | Student Data Form |
| Appendix 3 | - | Medical Form |
| Appendix 4 | - | Fees Subsidy Payment Schedule |
| Appendix 5 | - | Administration requirements & Course Books List |
| Appendix 6 | - | Code of Rules, Regulations & Guidelines for Students |
| Appendix 7 | - | Declaration & Commitment Forms |
| Appendix 8 | - | Boarding Requirements and Dressing Code |
| Appendix 9 | - | Items Provided List |
| Appendix 10 | - | Laptop specifications letter |
| Appendix 11 | - | Indemnity form |
| Appendix 12 | - | Consent form |

Ensure you have ALL the above documents. Should you find any difficulty, don't hesitate to contact 0718120187 or 0723744035. Welcome to Lugari DTTC, a home away from home!

Thank you.
Yours faithfully,

Anne A. Esese (Mrs)

CHIEF PRINCIPAL/SECRETARY-BOARD OF MANAGEMENT



Appendix 1

LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

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13th July, 2026

Name: _____

Tel _____

2026 ADMISSION LETTER

**RE: ADMISSION AND JOINING INSTRUCTIONS FOR DIPLOMA IN SECONDARY
TEACHER EDUCATION (DSTE) COURSE**

Congratulations! I am pleased to offer you a place at Lugari Diploma Teachers Training College for a three-year Diploma in Secondary Teacher Education (DSTE) Course leading to a Diploma in Secondary Teacher Education. Below please find information that requires your attention:-

a) DATE OF REPORTING

You will report on Wednesday, 9th September, 2026 accompanied by your parent. Registration will begin at 9:00am and end on Thursday 10th September, 2026 at 3.00p.m. **Note:** No students will be registered after 3.00p.m

b) ADMISSION DOCUMENTS

Ensure you have the below listed twelve (12) documents, downloadable at www.lugaridttc.ac.ke.

- | | | |
|-------------|---|--|
| Appendix 1 | - | Admission letter |
| Appendix 2 | - | Student Data Form |
| Appendix 3 | - | Medical Form |
| Appendix 4 | - | Fees Subsidy Payment Schedule |
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| Appendix 12 | - | Consent form |

c) PROGRESS IN TRAINING

The College provides free wifi/fibre, an I-hub and smart class for effective studies.

- i. Performance while in training is continuously assessed and monitored. A trainee must maintain Assessment expectations in all learning areas to keep one's place in the College.

ii. Important Information on your DSTE Course component:-

- a) Two teaching subjects

- b) One common subject e.g. Social Studies, Integrated Science, Pre-technical studies or Indigenous language
- c) Physical Education
- d) Professional Learning Areas
 1. Child Development and Psychology
 2. Curriculum Studies
 3. Educational Resources
 4. ICT Integration in Education
 5. Education Assessment
 6. Communication and Research Skills
 7. Inclusive Education
 8. Educational Leadership and Management
 9. Sociological and Philosophical Foundations of Education
 10. Historical and Comparative Foundations of Education
 11. Community Service Learning
 12. Micro-teaching
 13. Practicum
 14. Life Skills Education

NOTE: You will also be expected to participate in at least one co-curricular activity.

d) **ATTENDANCE TO SCHEDULED ACTIVITIES**

- i. Timely attendance to all activities scheduled for each class is compulsory. Timely attendance to all scheduled College Assemblies is compulsory.
- ii. Absenting oneself from such activities without written authority constitutes a breach of College regulations warranting disciplinary action.
- iii. Teacher Trainee are advised to familiarize themselves with the DSTE curriculum designs available on KICD website.
- iv. No exemption can be granted from participation in any of the College routine activities or class schedules on grounds of religious beliefs or philosophy. These activities include field trips, sports and games.

e) **SPIRITUAL WELFARE**

The college is multi-denominational. One is free to practice one's faith as per College Rules, Regulations, Guidelines and Policies, provided that by doing so, the rights of other students and residents are not prejudiced or compromised in any way.

f) **CLUBS AND SOCIETIES**

Students are expected to be members of at least one and a maximum of three clubs/societies as per College Rules, Regulations, Guidelines and Policies.

g) **ACCESS TO THE COLLEGE.**

Lugari Diploma Teachers' Training College is in Western Kenya, Kakamega County, Lugari Sub-County, Munyuki Sub-Location, approximately 35kilometres from Eldoret town, on Eldoret-Webuye Road, between Turbo township and Kipkarren River township. Alight at **LUMAKANDA stage**, pick a boda boda or drive to the College – 2km away. Those from Kakamega and Bungoma alight at the same stage and proceed the same way.

2 of 3

h) **REGISTRATION**

On reporting, a trainee will be registered upon:-

- i. Paying full fees for year one
- ii. Possession of a laptop with KNEC specifications (see Appendix 10)
- iii. Verification of KCSE qualifications/certificates
- iv. Fulfilment of requirements in appendices as in (b) above.

Congratulations again for securing admission at our prestigious LUGARI DTTC !

Thank you,

Yours faithfully,



Anne A. Esese (Mrs.)
CHIEF PRINCIPAL/SECRETARY - BOARD OF MANAGEMENT



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Email: lugaridttc@gmail.com Website: www.lugaridttc.ac.ke

STUDENT'S DATA FORM:

NAME: _____ GENDER _____

DATE OF BIRTH _____ ID NO _____

DATE OF ADMISSION _____ ADM. NO: _____

HOSTEL _____ TEL NO: _____

SUBJECT COMBINATION _____

HOME DETAILS:

VILLAGE _____

SUB LOCATION _____

LOCATION _____

DIVISION _____

SUB-COUNTY _____

COUNTY _____

POSTAL ADDRESS: P. O. BOX _____

PHYSICAL ADDRESS _____

GUARDIAN/NEXT OF KIN'S DETAILS

GUARDIAN 1.

GUARDIAN 2.

NAME:	NAME
RELATIONSHIP	RELATIONSHIP
ID NO	ID NO
TEL NO.	TEL NO
P. O. BOX	P.O. BOX

EDUCATION/ACADEMIC DETAILS

1. **PRIMARY:** PRIMARY SCHOOL: _____
KCPE INDEX NO: _____ KCPE YEAR: _____

KCPE RESULTS

KISWAHILI	_____	ENGLISH	_____
MATHEMATICS	_____	SCIENCE	_____
SOCIAL STUDIES	_____	TOTAL MARKS	_____

2. **SECONDARY:** SECONDARY SCHOOL: _____
KCSE INDEX NO: _____ KCSE YEAR: _____

KCSE RESULTS

ENGLISH	_____	HISTORY & GOV'T	_____
KISWAHILI	_____	CRE	_____
MATHEMATICS	_____	BUSINESS STUDIES	_____
PHYSICS	_____	GEOGRAPHY	_____
CHEMISTRY	_____	BIOLOGY	_____

CO-CURRICULAR ACTIVITIES

- | | | | |
|-------------------|-------|-------|-------|
| a) Games & Sports | _____ | Level | _____ |
| b) Drama | _____ | Level | _____ |
| c) Music | _____ | Level | _____ |
| d) Others: | _____ | Level | _____ |

3. **ANY POST SECONDARY TRAINING**

COURSE:	_____
DURATION:	_____
COURSE:	_____
DURATION:	_____

4. **DOCUMENTS PRESENTED ON ADMISSION**

- | | |
|------|-------|
| i) | _____ |
| ii) | _____ |
| iii) | _____ |
| iv) | _____ |

FILE MOVEMENT

DATE: _____ OFFICE: _____
PURPOSE _____



Appendix 3

LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

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MEDICAL EXAMINATION FORM

- Each trainee MUST have an active Medical Insurance cover treatment (provide proof)
- The college only provides first aid. Medical treatment is undertaken at the cost of the parent/guardian/sponsor.
- The college does not offer special diet.

PART A. (To be completed by candidate before medical examination).

- Full name (Capital Letters) _____
- Sex: Male/Female _____
- Age _____ Date of Birth: Day _____ Month _____ Year _____
- Marital Status: _____
Number of children _____ Ages of children respectively; _____
- Do you suffer from any physical impairment/disability (e.g. paralyzed arm, loss of leg etc.) _____
- Do you have any dietary restrictions? _____ if so give details _____
- Indicate your blood group _____
- Have you suffered from any of the following diseases:
Delete whatever is not applicable.
 - Tuberculosis Yes/No
 - Pleurisy Yes/No
 - Typhoid Yes/No
 - Gonorrhea Yes/No
 - Hernia Yes/No
 - Fracture Yes/No
 - Syphilis Yes/No
 - Amoebic Dysentery Yes/No
 - Malaria Yes/No

If so, give the dates and the name of Hospital/Clinic where you were treated.

VACCINATION

- Have you been vaccinated/inoculated against the following diseases?
 - COVID-19
 - Tuberculosis Yes/No Date (Year) _____
 - Small Pox Yes/No Date(Year) _____
 - Polio Myelitis Yes/No Date(Year) _____
 - Cholera Yes/No Date(Year) _____

The candidate is strongly reminded that the importance of supplying correct information cannot be overemphasized and that each candidate will be held responsible for the accuracy of the information he/she provide.

Date

Signature of candidate in presence of
Doctor carrying out examination.

Name of Hospital and Stamp.

PART B

(To be completed only by Medical Officer of Health in a Public Hospital)

Candidate's full names: _____

1. REPORT OF PATHOLOGICAL INVESTIGATION

a) Stool _____

b) Urine _____

c) Blood _____

d) Radiological Examinations

Report on an up to date chest x-ray needed but not x-ray plates.

e) Hearing _____

f) Sight _____

g) Glandular disorder/impairment _____

h) Blood pressure _____

i) Pregnancy (a **must** for Female students) _____

(a female student who is pregnant can report to College and is allowed to defer the course to the next academic year - her admission would be reserved)

I certify that this day, I examined the candidate named above and that in my opinion he/she is fit/unfit to undertake a vigorous Three-year Teacher Education Course.

Signature & Stamp of Medical Officer

Name of Hospital and Stamp.

Date



APPENDIX 4

LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

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FEES PAYMENT SCHEDULE FOR 2025/2026 (FEES STRUCTURE)

S/NO	VOTEHEAD	FIRST YEAR	SECOND YEAR	THIRD YEAR	FREQUENCY
	CLEARANCE ACCOUNTS				
1	REGISTRATION	1,200.00	-	-	FIRST YEAR ONLY
2	CAUTION MONEY	200.00	-	-	FIRST YEAR ONLY
3	STUDENTS' COUNCIL	600.00	-	-	FIRST YEAR ONLY
4	P.E UNIFORMS	2,500.00	-	-	FIRST YEAR ONLY
5	STUDENT WELFARE	300.00	300.00	300.00	YEARLY
6	K.N.E.C	10,000.00	5,700.00	-	ONCE
	NON-CLEARANCE ACCOUNTS				
1	ACTIVITY	1,000.00	1,000.00	1,000.00	YEARLY
2	MEDICARE	400.00	400.00	400.00	YEARLY
3	BOARDING/B.E.S	27,184.00	27,189.00	9,063.00	YEARLY
4	T.E.S/TUITON	7,000.00	7,000.00	7,000.00	YEARLY
5	R.M.I	2,050.00	2,050.00	2,050.00	YEARLY
6	EW&C	2,500.00	2,500.00	2,500.00	YEARLY
7	LT&T	2,500.00	2,200.00	2,200.00	YEARLY
8	CONTIGENCIES	4,400.00	2,400.00	2,400.00	YEARLY
9	COMPUTER COURSE MAINTENANCE	1,500.00	1,500.00	1,500.00	YEARLY
10	GAMES EQUIPMENT	1,000.00	-	-	FIRST YEAR ONLY
11	BANK CLEARANCE	250.00	-	-	ONCE
12	POSTAGE	100.00	100.00	100.00	YEARLY
13	REHABILITATION	1,000.00	1,000.00	1,000.00	YEARLY
14	KUCCPS SUBSCRIPTION	1,500.00	-	-	FIRST YEAR ONLY
	TOTAL	67,184.00	53,339.00	29,513.00	

Note: a) Fees once paid is **not refundable**.

b) Fees overpayment for one academic year will be transferred to the following academic year.

c) A student will be expected to pay Ksh 67,184/- for the first academic year. Please note that it will be verified if indeed funds have been deposited in the account. The payment must be by

banker's cheque or direct banking to Lugari Diploma Teachers Training College Account:-

LUGARI DIPLOMA TTC,

SCHOOL FUND ACCOUNT NO: 01129534341200

CO-OPERATIVE BANK, WEBUYE BRANCH.

CHIEF PRINCIPAL
LUGARI DIPLOMA T.T.C.

P.O. Box 229-50241, KIPKARREN RIVER

Sign: Anne A. Esese (Mrs.)

THE CHIEF PRINCIPAL/BOM SECRETARY

ADMINISTRATION REQUIREMENTS & COURSE BOOKS LIST

(A) ADMINISTRATIVE REQUIREMENTS – A MUST

i) CREDENTIALS AND DOCUMENTS REQUIRED

On admission day you **MUST** bring the following:-

- a) Your original National Identity Card or birth certificate and 2 photocopies
- b) Your original KCSE certificate/Result slip and 2 photocopies
- c) Your original KCPE certificate/Result slip and 2 photocopies
- d) Your original school leaving certificate from your KCSE School & 2 photocopies
- e) Two certified passport size photographs taken recently (in colour) **“AND NOT PHOTO ME”**

ii) STATIONERY

All students should bring the following for personal use:

- a) Two reams of A4 **JK Copier/Paper line** multipurpose paper.
- b) A smart phone
- c) A laptop with KNEC specifications: (see appendix 10)
- d) Enough pens, rulers, HB pencils, sharpeners, erasers, 18 spring files, a ream of ruled fulscaps, sixteen A4 exercise books (Single ruled). Students taking Mathematics should include squared books and one graph book.
- e) You are advised to bring your own stapler, paper punch, glue and related items for your own use.

(B) COURSE BOOKS LIST

I. COMMON SUBJECTS: (buy books for one common subject only)

a) SOCIAL STUDIES

- i. Geometrical Set
- ii. 30cm Ruler
- iii. Scientific calculator
- iv. Atlas 360⁰
- v. Map reading and photograph interpretation by JND Chege and Paul Kibuuka
- vi. KLB Geography book
- vii. Evolving World History book

b) INTEGRATED SCIENCE

- i. White lab coat

c) PRE-TECHNICAL STUDIES

1. Set of technical Drawing instruments.
2. One drawing Book(size A3)
3. Four felt pens-Assorted colours (Red, Blue, Green, Black)
4. Personal Protective Equipment (an overall, gloves, goggles, gumboots/protective shoes, industrial helmet, ear muffs and reflector jacket)

d) INDIGENOUS LANGUAGE

No requirement

II. PHYSICAL EDUCATION

1. Lawn tennis/badminton racket
2. Lawn tennis ball/ a packet of badminton shuttle cork
3. Training shoes(sports shoes)
4. Swimming costumes
5. Shorts & t-shirt for use awaiting supply of PE kit

III. PROFESSIONAL LEARNING AREAS

- a. Philosophy and Education in Africa by R.J. Njoroge & G.A Benaars 1986
- b. Research Proposal and report writing by J. Orodho

FROM BELOW LIST, BUY BOOKS FOR YOUR TWO TEACHING SUBJECTS ONLY

1. HOME SCIENCE

- a. Mugenda & Mugenda textbook
- b. Fabrics:
 - a. 3 metres light cotton
 - b. 2.5 metres light printed cotton
 - c. 2 metres white cotton lace
 - d. Assorted sewing threads
 - e. Ribbon 1 metre and other trimmings
- c. Needle work tools set, (Needles, Scissors, Bobbin, Case, tape measure, bobbin and bobbin case, dress maker pins & carbon paper, tracing wheel, 4 manilla papers, 10 brown paper, 10 cm ruler, 3 spring files,)
- d. Principles of Home Management by Julia Kilobu
- e. Monitor, Grade 7, 8, 9
- f. Grade 10 Home science course book
- g. KLB homes science course book
- h. Dish cloth, tea towel, hand towel, 4 place mats
- i. Meal planning text book
- j. 3 balls of assorted woollen thread

2. COMPUTER STUDIES

- a. 8GB flash disk
- b. Scientific calculator

3. ENGLISH

- a. Oxford or Advanced learners dictionary

4. LITERATURE IN ENGLISH SET BOOKS (as specified by KICD)

S/N	GENRE	TITLE/AUTHOR	PUBLISHER
1	Play from East Africa	A hole in the sky by Austin Bukenya(2022 Edition)	Oxford University press
2	Play from Africa	Showhat and sowhat by Taban Io Liyong(2024 Edition)	Longhorn publishers, Kenya
3	Play from the rest of the world	Hobsons Choice by Harold Brighthouse(2024 Edition)	Heinemann Kenya
4	Novel from Kenya	Vanishing Herds (by H.R OleKulet (2022 Edition)	Longhorn Publishers, Kenya
5	Novel from the West of the World	<u>Either</u> Time and River by Zee Edgell(2022 Edition)	Heinemann Kenya
		So many Hungers by Bhabani Bhattacharya (2024 Edition)	Spearsharp publishers
6	Anthology of Short Stories	Give me a chance Edited by Irene Naliaka Simiyu (2022 Edition)	Bookmark Africa
7	Anthology of Poetry	Counterpoint and Other poems -Edited by T.Michael Mboya (Edited 2024)	Oxford University press
8	Autobiography/Biography	Jee huu ni ungwana by Leonard Mambo Mbotela (2024 Edition)	Kenya Literature Bureau

5. KISWAHILI

- a. Kamusi sanifu ya Kiswahili
b. Misingi ya sarufi ya Kiswahili
c. Mtalaa wa Isimu
d. Historia na Maendeleo ya Kiswahili
e. Fonolojia ya Kiswahili/Masamba
f. Nadharia na Historia ya Leksikografia - TUKI

6. FASIHI YA KISWAHILI SET BOOKS (as specified by KICD)

S/N	GENRE	TITLE/AUTHOR	PUBLISHER
1	Tamthilia	Seserumbe na Kyalo Wamitila(Toleo la 2022)	Kenya Literature Bureau
		Mzigo wa Kichaa na Jeff Mandila (Toleo la 2022)	Jomo Kenyatta Foundation
2	Riwaya	Safari ya lamu na John Habwe(Toleo la 2022)	Longhorn Publisher
		Penzi la Damu na Ann Samuel Manyanza (Toleo la 2024)	East Africa Educational Publishers
		Kufa kuzikana na Ken Walibora(Toleo la 2024)	Longhorn Publisher
3	Hadithi Fupi	Siri ya Bwanyenye na hadithi Nyingine kimehaririwa na mwanda Mbatiah(Toleo la 2022)	Spotlight Publishers
		Akiba ya Wema na Hadithi Nyingine Kimehaririwa na Timothy Arege (Toleo la 2022)	Access Publishers
4	Novella	Ukiwa na katama Mkangi (Toleo la 2022)	East African Educational Publishers
5	Diwani ya Mashairi	Sauti ya Dhiki na Abdilatif Abdalla(Toleo la 2024)	Oxford University Press

7. CHRISTIAN RELIGIOUS EDUCATION

- Bible (revised standard version)
- Living the promise book 1 & 2
- Living the promise book 3 & 4

8. GEOGRAPHY

- Atlas(Phillips)
- Physical Geography in Diagram for Africa by R.B. Bunnett
- Human and Economic Geography by GOH Cheng Leong.
- Physical Geography in Africa by Buckle Collins (land forms in Africa)
- Map reading and photograph interpretation by JND Chege & Ramp Kibuka

9. HISTORY & CITIZENSHIP

Milestones in History and Government form 3 and 4 by Kivuitu.

- Evolving World Form 1, 2, 3 and 4 by Kapiyo
- History and Government Form 3 and 4 KLB
- Atlas 360⁰

10. BUSINESS STUDIES (Buy any two books)

- a) **Compulsory:** Accounting Simplified, Marketing Simplified & Financial Accounting (by Saleemi).
- b) East Africa Economics by Livingstone and Ord.
- c) Economics Simplified (Revised and updated) by N.A Salem.
- d) Business Studies (MacMillan Secondary) by Joseph Indire and Nancy Karanja.
- e) Dynamics business studies
- f) Secondary business studies
- g) Star revision business studies.

11. MATHEMATICS

- a) Either pure Mathematics Books 1 & 2(by Backhouse et al) or Bostock et al
- b) Oxford Geometrical set.
- c) SMP Advanced Tables (3rd Edition)
- d) A scientific calculator

12. ELECTRICAL TECHNOLOGY

- a) Textbook of Electrical Technology grade 10
- b) Draughtsman set
- c) T-square (plastic)
- d) Set square – 2 types
- e) Drawing book A3
- f) HB pencils (HB-series, H-series, B-series)
- g) Masking tape
- h) Safety boots
- i) Dust coats

13. WOOD TECHNOLOGY

- a) Woodwork levels grade 10
- b) Woodwork step by step by DK ADULT
- c) Practical Furniture design – Taunton
- d) The Workshop Companion (Joining Wood techniques) by Rodale Press
- e) Draughtsman set
- f) T-square (plastic)
- g) Set square – 2 types
- h) Drawing book A3
- i) HB pencils (HB-series, H-series, B-series)
- j) Masking tape
- k) Workshop overall, protective footwear, goggles.

14. AGRICULTURE DEPARTMENT

- a) Agriculture grade 10 & 11
- b) Gumboots & Green dust coat

15. BIOLOGY

- i. White lab coat



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* * *

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* * *

CODE OF RULES, REGULATIONS AND GUIDELINES FOR STUDENTS

2025

Our Vision:

TO BE A MODEL DIPLOMA TEACHER TRAINING COLLEGE IN KENYA

*** * ***

Our Mission:

**TO PROVIDE EDUCATION AND TRAINING, TO PRODUCE RESOURCEFUL
TEACHERS FOR KENYA AND BEYOND.**

*** * ***

Our Motto:

KNOWLEDGE IS POWER

C O N T E N T S

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PREAMBLE:

Lugari Diploma Teachers Training College is a Public Institution which was established by the District Education Board (DEB) in 2010 but had its first intake in September 2015.

All students enrolled at Lugari Diploma Teachers Training College are expected to follow all rules and regulations meant to govern the behavior and conduct of students as members of the College Community. These rules, regulations and guidelines are anchored on the Constitution of Kenya and are formulated based on sound ethics and religious principles and are founded on the premise that people must treat others with dignity and respect in order for scholarship to thrive.

Any violations of these regulations may lead to disciplinary action being taken against the student.

CHAPTER ONE

COURTESY, DISCIPLINE AND VIOLENCE

Indicated below are summary of the rules, regulations and guidelines. Upon admission the student shall indicate acceptance by signing.

1.1 Courtesy.

- a) All students should be courteous to teaching staff, non-teaching staff, student leaders, fellow students and visitors at all times.
- b) Staff quarters, staffrooms and offices are out of bounds to all students unless with permission from the relevant authority.
- c) Students are expected to use the official languages of Kenya, English or Kiswahili or any other foreign language offered in college at all gatherings.
- d) No Visitors should be seen during class time. In the event of emergency visits, clearance shall be granted by the Dean of students' office. All visitors should leave the compound before 6:00 pm.
- e) No visitors are allowed in the halls of residence/boarding area or classrooms.
- f) **Contravention of any or all the above will lead to any or all of the following disciplinary measures:**
 - i. Appear before the SRC disciplinary Committee
 - ii. Appear before the office of the Dean.
 - iii. Appear before the discipline Committee
 - iv. Written warning letter from the Chief Principal
 - v. Appear before the Board of Management (BOM) which may recommend Suspension for one academic year or exclusion from the course.

1.2 Discipline

- a) Students are expected to observe integrity.
- b) Indiscipline includes but is not limited to the following areas:
 - i. Alcohol/drug and substance abuse/ *trafficking*
 - ii. Mass indiscipline
 - iii. Immorality
 - iv. Fighting
 - v. Theft
 - vi. Sneaking
 - vii. Defiance/disrespect to authority/incitement
 - viii. Possession of prohibited literature
 - ix. Open love relationships
 - x. Fraud/forgery/Impersonation
 - xi. Exam irregularities or malpractices
 - xii. Bullying
 - xiii. Dressing against the TSC dress code
 - xiv. Posting degrading information and / or improper use of social media at the expense of the college, lecturers, and / or fellow students.
 - xv. Engaging in Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) related activities

- xvi. Influencing other students to engage in LGBTQ related activities
- xvii. Using phones and other gadgets during learning sessions for other reasons other than if the lesson or activity requires the use of such gadgets
- xviii. Cyber crime- cyber bullying, posting/ sharing college information on social media, hacking of college/ personnel gadgets, creating a Facebook/Instagram/X/telegram/ WhatsApp account without the knowledge of the college administration.

c) Failure to adhere to the above will lead to any or all the following actions:

-

- i. Appear before the disciplinary committee, who may recommend suspension of up to 12 days.
- ii. Repeated contravention of the above may lead to appearing before the Board of Management of the College which may recommend;-
 - a. Suspension for one academic year; Or
 - b. exclusion from the college.
- iii. Criminal charges by the state agencies depending on the gravity of the matter.

1.3 Violence

- a) Students are prohibited from any form of violence against other students, teaching staff and non- teaching staff or any other person lawfully within or outside the college premises.
- b) Violence includes and is not limited to;-
 - i. Physical violence
 - ii. Threat of physical violence
 - iii. Gender based violence (GBV) e.g. sexual, tribal or clan harassment.
 - iv. Harassment targeting those with disabilities.
 - v. Emotional Violence
- c) Students shall not keep or be in possession of any offensive weapons within the college as defined in the laws of Kenya.
- d) **Contravention of the above will lead to any or all of the following;-**
 - i. Appear before the disciplinary committee who may recommend suspension of up to 12 days
 - ii. Refer to B. O. M. if persistent (suspension for one academic year or exclusion)
 - iii. Criminal charges by relevant authority, depending on the seriousness of the case.

CHAPTER TWO

COLLEGE PROGRAMS, ROUTINE, ABSENCE FROM COLLEGE AND WITHDRAWAL FROM TRAINING

2.1 College programs

- a) All College programs are compulsory whether out or within the College.
- b) Punctuality should be observed in all these programs.
- c) Assemblies, flag raising assembly on Monday and Friday and other public functions within the College are compulsory and should be respected.
- d) All Lectures are compulsory
- e) Students are expected to take part in co-curricular activities that include games and sports, clubs and societies and other relevant social activities, for example drama, music, cultural festivals and other acceptable activities.
- f) Students are also encouraged to attend various religious services of their faith as arranged by college.
- g) **Contravention of these particular regulations listed herein shall lead to any or all of the following:**
 - i. Appear before the disciplinary committee, who may recommend suspension of up to 12 days.
 - ii. Written warning from the Chief Principal
 - iii. Repeated contravention may lead to appearing before the College Board of Management, which may recommend suspension for one year or exclusion from the course.

2.2 College Routine

a) Monday to Friday

FROM	TO	EVENT
5.00 am	6.30am	Waking up/General Cleanliness
6.30 am	7.00am	Break fast
7.15am	7.45am	Assembly (Mondays and Fridays) Academic meetings (Tuesdays and Wednesdays) Boarding meetings(Thursdays)
8.00am	10.00am	Lectures
10.00am	10.30am	Tea Break
10.30am	1.30pm	Lectures
1.30pm	2.30pm	Lunch break
2.30pm	4.30pm	Lectures
4.30pm	5.45pm	Games and Sports

5.45pm	6.00pm	Wednesday-Clubs Thursday-Societies
6.00pm	6.15pm	Personal Cleanliness
6.15pm	7.00pm	Supper
7.00pm	8.00pm	Group Discussion in L/H/Watching News in D/H
8.00pm	10.45pm	Private study
10.45pm	11.00pm	Roll call in Hostel
11.00pm		Retire to Bed /Lights off

b) Saturdays

From	To	Event
7.00am	8.00am	Breakfast
8.00am	10.00am	Self-Directed activities within the college/Laundry
10.00am	10.30am	Tea Break
10.30am	1.30pm	Personal Cleaning/Grooming
1.30pm	2.30pm	Lunch
2.30pm	5.30pm	Free walk /Leisure time
5.30pm	6.00pm	Roll call in subject cluster
6.00pm	7.00pm	Supper
7.00pm	11.00pm	Entertainment/Religious fellowships
11.00pm	11.15pm	Roll call in Hostels
11.15pm		Retire to Bed/Lights off

c) Sunday

From	To	Event
7.00am	8.00am	Breakfast
8.00am	11.00am	Church services at College

11.00am	11.30am	Tea Break
11.30am	1.30pm	Self-Directed activities
1.30pm	2.30pm	Lunch
2.30pm	5.30pm	Games and sports/Leisure
5.30pm	6.00pm	Roll call in subject clusters
6.00pm	7.00pm	Supper
7.00pm	11.00pm	Private study
11.00pm	11.15pm	Roll call in Hostels
11.15pm		Retire to Bed/Lights off

a) Public holidays

A Programme will be prepared separately for that particular day.

b) Contravention of the above routine will lead to:

- i. Appear before the disciplinary committee. Who may recommend suspension of up to 12 days
- ii. Written warning letter from the chief principal
- iii. Suspension for one academic year or exclusion from the course by B.O.M

2.3 Absence from College

- a) A student who is absent from college for seven consecutive days or a total of fifteen days in a term or absent for a total of twenty one days in a year is considered to have withdrawn from the College.
- b) A student may be granted leave of absence from the College in the following ways:
 - i. Short leave: A student will be authorized by the Dean of students' office to travel and be back on the same day before 6:00pm
 - ii. Long leave: A student will be authorized by the Dean of students, Deputy Principal or Chief Principal to be away from college overnight.
- c) **Contravention will lead to any or all of the following:**
 - i. Appear before the disciplinary, who may recommend suspension of up to 12 days
 - ii. Warning letter from the Chief Principal
 - iii. Suspension for one academic year or exclusion from course by B.O.M.

2.4 Withdrawal from training

- a) The duration for the Diploma in Secondary Teacher Education (DSTE) is **2940 hours for THREE** years as per **KICD** course guidelines.
- b) Students once admitted are expected to pursue the three years course without interruption of whatever nature.
- c) A student shall seek to withdraw or defer from training on the following grounds:
 - i. Maternity leave
 - ii. Financial incapability
 - iii. Medical reasons
 - iv. Further education elsewhere.
- d) Students should ensure they have properly filled the relevant documents before departure.

- e) **Contravention may be assumed as self-withdrawal.**
- f) **Readmission to the college will entail;**
 - i. Filling readmission forms from Dean's office on a working day.
 - ii. Follow due process of re-admission
 - iii. In case of discipline leave, report to the Deputy Principal
- g) **ALL the above cases must undergo Guidance and Counseling services upon re- admission to the college.**

CHAPTER THREE

CLEANLINESS, PROFESSIONALISM AND ILLNESS

3.1 Cleanliness (Personal/College cleanliness).

- a) All students should be well groomed/ smart at all times reflecting the image of a teacher.
- b) All students should keep the hostels, lecture halls, dining hall and the general College environment clean and tidy.
- c) All students are expected to dress **decently** at all times as stipulated in TSC dress code.
- d) Any Lecturer will demand students to dress appropriately as stipulated in the Act as below:-

20/2012 TSC ACT SUBSIDIARY LEGISLATION

Regulation no. 12: Professionalism

- i. A teacher shall maintain a neat and decent standard of dressing which befits the dignity and image of the teaching service
 - ii. Ensure his/her appearance and personal hygiene is not offensive to workmates or those they serve.
- e) **Contravention will lead to any or all of the following:**
- i. Appear before the disciplinary committee, who may recommend suspension of up to 12 days
 - ii. Warning letter from the Chief Principal
 - iii. Suspension for one academic year or exclusion from the course by B.O.M

3.2 Illness

- a) Sick students should report to the College Clinical Officer/Nurse immediately and not rest in the hostels.
- b) Students who require specialized treatment or students with contagious and communicable diseases will be referred back home for further management
- c) Any medical referral cost out of college clinic will be met by the parent or guardian.
- d) Female students to disclose pregnancy immediately to the nurse to allow planning for college programmes.
- e) Students to disclose any other medical condition likely to affect learning to the nurse/Dean of Students.

CHAPTER FOUR

COLLEGE MENU, CATERING AND HOSTELS

4.1 College Menu

- a) Below is **STRICTLY** the only menu provided by the college.
b) Students are expected to sign to abide by it.

	BREAK FAST	BREAK TIME	LUNCH	SUPPER
MON	Strong Tea/Bread	Milk Tea	Maize & beans mixture	Ugali, Sukuma wiki, Beef
TUE	Strong Tea/Bread	Milk Tea	Rice + Beans	Ugali, Sukuma Wiki,
WED	Strong Tea/Bread	Milk Tea	Maize & beans mixture + Fruits	Ugali, Sukuma wiki, Beef
THU	Strong Tea/Bread	Milk Tea	Maize & beans mixture	Ugali, Sukuma Wiki,
FRI	Strong Tea/Bread	Milk Tea	Rice + Beans	Ugali, Sukuma Wiki
SAT	Strong Tea/Bread	Milk Tea	Maize & Beans Mixture	Ugali, Sukuma Wiki, beef
SUN	Strong Tea/Bread	Milk Tea	Rice + Beans	Ugali Sukuma Wiki

- c) **Contravention will lead to any or all of the following:**

- i. Appear before the disciplinary committee. Who may recommend suspension of up to 12 days.
- ii. Warning letter from the Chief Principal

I accept to abide by the menu provided by the college:

Name:.....

Sign:.....

Adm No:

Date:.....

4.2 Catering services.

- a) Kitchen and stores are out of bounds to students.
- b) All meals shall be served and eaten in the Dining Hall
- c) Meal cards **MUST** be produced in order to be served.
- d) All students **must queue** to be served.
- e) No special diet will be provided.
- f) Punctuality and etiquette (good table manners) should be observed during mealtimes.
- g) No cooked food is allowed from outside the college.
- h) Contravention will lead to any or all of the following:**
 - i. Appear before the Students Representative Council (SRC) disciplinary which may recommend escalation of the matter to the Dean of Students.
 - ii. Appear before the college disciplinary committee, who may recommend suspension of up to 12 days
 - iii. Warning letter from the Chief Principal
 - iv. Suspension for one academic year or exclusion from the course by B.O.M.

4.3 Hostels

- a) Students of the opposite sex are not allowed to exchange visits between hostels. For avoidance of doubt, students of the opposite sex are not allowed into hostels of the opposite gender.
- b) Hostels will remain locked during lectures, preps, games and any other college function.
- c) Visitors are not allowed into the student's hostels.
- d) Students will be issued with boarding facilities only after clearing with relevant offices namely:
 - i. Finance
 - ii. Dean
 - iii. Registrar
 - iv. Deputy Principal.
- e) Contravention will lead to any or all of the following:**
 - i. Appear before the disciplinary committee.
 - ii. The Disciplinary Committee may recommend:-
 - a) suspension of up to 12 days
 - b) Suspension for one academic year or exclusion from the course by the College Board Of Management (B. O. M).

CHAPTER FIVE

STUDENTS' REPRESENTATIVE COUNCIL (SRC) ELECTIONS

5.1 SRC Elections

- a) Students shall be expected to elect their representatives at the stipulated time.
- b) All Students shall be expected to participate in the process.
- c) Students aspiring to be leaders to meet the conditions set out in chapter of the Constitution.
- d) All Students to observe law and order during the elections period.
- e) Students representatives should be in office for one term and are eligible for re-election.
- f) **Contravention will lead to any or all of the following:**
 - i. Appear before the College Disciplinary Committee which may recommend suspension of up to 12 days.
 - ii. Suspension for one academic year or exclusion from the course by the college BOM.

CHAPTER SIX

OTHER SERVICES OFFERED BY THE COLLEGE

6.1 Guidance and Counseling

- a) Students who require guidance and counseling services should feel free to visit the Dean of students' office for necessary assistance.
- b) Confidentiality in all cases will be highly observed.
- c) Guidance and counselling services are skewed towards academic responsibility/issues and therefore students are advised to liaise with the registrar.
- d) As part of training, students are expected to take up leadership roles and execute their responsibilities in the students' council. However students are cautioned against engaging in decisive political activities/ ideologies but instead embrace National Integration.
- e) While in the halls of residence students would do well to avoid generating noise from such Gadgets as radios, mobiles, laptops etc. especially after 2300 hours.
- f) Any student Correspondence verbal or written sent out by or addressed to students groups' or individual having bearing on such groups activities must be channeled through/ or observe protocol.
- g) No student may write any correspondence on behalf of the principal or any other college official.

6.2 College transport facilities.

- a) Any Clubs, Societies or Student Groups intending to use the College vehicles must make a request to the Chief Principal through the Patron or authorised lecturer. The Patron or authorised lecturer will take full charge of the group during trip.
- b) Only individuals/ groups cleared are to board the college transport facilities.

6.3 Clubs and societies.

- a) Students shall be expected to join a club and society of their choice.
- b) The clubs and societies shall not be based on tribal or ethnic inclinations but champion students interests and as much as possible foster national integration.
- c) The clubs and societies shall not be used to solicit for funds from students or the public and if so, should be with the consent of the Chief Principal.
- d) Clubs and societies shall have fully registered and elected recognized officials and members, and should operate under guidance of patron.

- e) All invitations for guest speakers or visitors by clubs shall be channeled through the office of the Chief Principal
- f) **All clubs or society activities involving external groups or individuals must be sanctioned by the Chief Principal.**

6.4 Welfare guidelines

- a. In the event of passing on of a student, the college contribution shall be Kenya Shillings Seven Thousand (Kshs. 7,000/=) Only given to the documented parent/ guardian.
- b. Facilitation of transport for three welfare officials depending on the locality shall be provided.
- c. In the event of passing on of (i) child (ii) spouse (iii) parent/documented guardian, the college shall give from the welfare kitty Kenya Shillings Five Thousand (Kes. 5,000/) Only which shall be given to the student.

CHAPTER SEVEN

COLLEGE FEE POLICY & COLLEGE PROPERTY

7.1 College fee policy

1st years	Term 1	100% - All fees paid on admission
2nd year	Term 4	50% - of fees paid in opening week
	Term 5	30% - of fees paid in opening week
	Term 6	20% of fees paid in opening week
3rd years	Term 7	All fees paid before KNEC registration in September

- a. Fees shall be paid as per the above approved Fees payment policy by the college Board of Management.
- b. Addendum:
 - i. Students will be cleared only after paying fees.
 - ii. Failure to adhere to the policy will lead to suspension for up to 12 days.
 - iii. Exclusion from sitting for exams for those who contravene.

7.2 College property

- a) College facilities and equipment must be properly used.
- b) Malicious damage and loss will result in:
 - i. Surcharging accordingly
 - ii. Criminal proceeding against individual.
- c) Only authorized and approved materials and work may be displayed on College Notice Boards.
- d) **Contravention of any or all of the above will lead to any or all of the following:**
 - i. Appear before the disciplinary committee, who may recommend suspension of up to 12 days.
 - ii. Surcharging
 - iii. Criminal proceedings against individual

CHAPTER EIGHT

DECLARATION AND COMMITMENT

8.1 Declaration By The Student

- a) I declare that I have read and understood the Rules and Regulations governing my conduct while I am a student at Lugari Diploma Teachers Training College.
- b) I agree to abide by the rules in totality, promote and maintain the character of the college.
- c) I promise to be of good character and abide.

Name: Tel no.....

Subject Combination: Adm No

ID NO: Sign:..... Date:

WITNESS: (Parent/Guardian)

Name: Tel no.....

ID NO: Sign:..... Date:

NB: These set of rules and regulations are binding to all students.

8.2 Commitment Form

I.....Adm.no.....ID no.....

Having read and understood the College code of rules and regulations for students and any other guidelines provided by the BOM from time to time and the Basic Education Act 2013, and TSC Act 2012 and KNEC Act commit myself to abide by among others:-

- a) College fee policy
The College fee policy which is clear on how fees should be paid on termly basis shall be maintained.
- b) College Policy on Pregnancy
In the event of Pregnancy, I will; -
 - i. Own up to the Nurse/ Dean of Students
 - ii. Proceed for maternity leave to nurse the baby.
 - iii. Termination of pregnancy is a criminal offense.
- c) College Policy on Bereavement
Only when our student dies, shall the College be actively involved as captured in Student Welfare Policy.
- d) College Student menu/Diet/Catering services rule 9
 - i. The College does not offer special meals.
 - ii. No student will be served meals after stipulated time.

- iii. Undertake to use meal cards at all mealtimes
 - iv. No cooked food from outside the college is allowed.
- e) College Disciplinary Policy
 - i. Not to engage in indiscipline/mass indiscipline
 - ii. Not to engage in destruction of College property of any description
 - iii. Not to participate or engage in fighting, theft, drunkenness and drug abuse.
 - iv. If found, I will be treated as suspect and handed over to the police and only be readmitted after being cleared by relevant government agencies and the Board of management of the college.
- f) Hostel policy
 - i. Student to be issued with boarding facilities only after having been cleared by relevant offices
 - ii. Female hostels are out bound for male students and vice-versa.
- g) Guidelines on moving in and out of College
 - i. Students shall only be allowed out of college compound with official permission
 - ii. When students go out after classes in the evenings and weekends, they should be in College by 7.30pm. You will not be allowed in college after 7.30pm.
- h) Policy on Class Attendance/Exams/College programs
All lectures/ lessons are compulsory. No student should miss class unless with valid permission
- i) Students will be required to uphold Board of management policy guidelines as communicated to them from time to time.

I, as a student shall be held individually liable for my own actions.

Signed.....

Witnessed by Parent /Guardian:

Name:

Signature: ID.

FOR OFFICIAL USE

This copy of Rules, Regulations and guidelines **MUST** be dully filled, signed, and be submitted together with the application form to the Admission office.

Anne A. Esese (Mrs.)
CHIEF PRINCIPAL/BOM SECRETARY



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

DECLARATION & COMMITMENT BY THE STUDENT

1. I declare that I have read and understood the Rules and Regulations governing my conduct while I am a student at Lugari Diploma Teachers Training College.
2. I agree to abide by the rules in totality, promote and maintain the character of the College.

These set of rules and regulations supersede any other given earlier.

I _____ Adm no _____
ID no _____ having read and understood the College code of rules and regulations for students and any other guidelines provided by the BOM from time to time and the Basic Education Act 2013, commit myself to abide by among others:-

1. College fee policy
The College fee policy which is clear on how fees should be paid on termly basis shall be maintained
2. College policy on bereavement
Only when our student dies, shall the College be actively involved as captured in student welfare policy.
3. College Student menu/Diet/Catering service rule 9 & 10
 - a. The College does not offer special menu
 - b. No student will be served meals after stipulated time
 - c. Undertake to use meal cards at all meal times
4. College Disciplinary Policy Rule no . 2
 - a. Not to engage in indiscipline/mass indiscipline
 - b. Not to engage in destruction of College property of any description
 - c. Not to participate or engage in fighting, theft, drunkenness and drug abuse.
If found, I will be treated as a suspect and handed over to the police and only be re-admitted after being cleared by relevant Government agencies and the Board.
5. Hostel Policy Rule no 11
 - a. Students to be issued with boarding facilities only after having been cleared by relevant offices
 - b. Female hostels are out of bounds for male students and vice-versa.

6. Guidelines on moving in and out of College Rule no .5
 - a. Students shall only be allowed out of College compound with official permission
 - b. Where students go out after classes in the evenings and weekends, they should be in by 7.30pm. You will not be allowed in College after 7.30pm
7. Policy on Class Attendance/College programmes rule no. 3

All lectures/lessons are compulsory. No student should miss class unless with valid permission
8. Students will be required to uphold Board of Management policy guidelines communicated to them by the Secretary to the Board as they come up.

I, AS A STUDENT SHALL BE HELD INDIVIDUALLY LIABLE FOR MY OWN ACTIONS.

Signed:-

	STUDENT	Witnessed by :- PARENT/GUARDIAN
FULL NAME		
ID NO		
MOBILE NO		
SIGNATURE		

FOR OFFICIAL USE

This Declaration and Commitment Form **MUST** be duly filled and signed, and be submitted together with **Students Data Form** to the Admission office.

Anne A. E sese (Mrs.)
CHIEF PRINCIPAL/BOM SECRETARY



Appendix 8

LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

P.O. BOX 229 – 50241,
KIPKARREN RIVER.

Tel: 0718120187

EMAIL: lugaridttc@gmail.com

Website: www.lugaridttc.ac.ke

BOARDING REQUIREMENTS & DRESSING CODE

- i) The College **provides** separate Male/Female Hostels, a bed, a mattress, standard meals, and free wifi **AT NO EXTRA COST.**
- ii) You are required to come with adequate decent personal clothing being that Lugari Diploma TTC is a College for training teachers who are expected to dress as per the Teachers Service Commission Code of dressing.
 - a) All students should be well groomed/smart and are expected to dress **decently** at all times
 - b) Female students should not wear see-through clothes, bare backs, those showing the belly, low cleavage attire or micro-minis within the College's premises
 - c) Shirts and blouses should be long enough to cover the mid-riff and must have sleeves. Low plunging necklines are inappropriate. Sleeveless tops and dresses may be worn with a sleeved blouse, jacket or sweater underneath or over top.
 - d) A tailored fit is always appropriate. Clothing that is too tight, too short or too revealing is not appropriate
 - e) Male students are expected to have well groomed hair.
 - f) Both shorts and trousers should be loose, not transparent and not clinging to the body.
- iii) You are required to bring the following personal effects:-
 - a) 2 pairs of plain bed sheets, 2 blankets and a rectangular mosquito net
 - b) A bed cover (light blue for male and light green for female)
 - c) 1 pillow and 1 pillow case
 - d) A pair of games shoes and stockings
 - e) Suitable P.E Clothing for use until you are issued with P.E. kit
 - f) Adequate pocket money
 - g) A strong bucket, bathing soaps, washing soaps and a bath towel
 - h) A plate, mug and a spoon,
 - i) Toothbrush, enough toothpaste and other personal effects

NB: Please note that you will not be admitted unless you produce all the requirements mentioned above.



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ITEMS PROVIDED AT NO EXTRA COST

The college provides the following items to all students joining at NO EXTRA COST:-

1. *Female Hostel*
2. *Male Hostel*
3. *A bed*
4. *A mattress*
5. *Well balanced meals*
6. *Wifi/Fibre*
7. *Smart classroom*
8. *I-hub*

Welcome to Lugari – a home away from home !



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

P.O BOX 229 – 50241, Tel: 0718120187
KIPKARREN RIVER.

EMAIL: lugaridttc@gmail.com
Website: www.lugaridttc.ac.ke

Our Ref: LDTTC/ADMISSION/2024-1

Date: 23rd May, 2024

Adm. No. _____
Year One



Dear Year One Student,

RE: LAPTOP REQUIREMENT FOR TEACHER EDUCATION ASSESSMENT ON THE E-ASSESSMENT PORTAL

Above subject refers.

Following a directive from the Kenya National Examinations Council (KNEC) vide circular attached, dated 10th January, 2024 ref. No KNEC/GEN/CEO/TE/EA/TTC/2024/001, you are required to acquire a laptop for daily studies and assessments. This is an essential requirement for the Competency Based Teacher Education (CBTE) curriculum being offered and assessed.

Recommended **minimum** specifications from KNEC are as below:-

- a) Licensed Windows 10 version 22H2 and above
- b) 14-inch screen (minimum resolution 1920 x 1080)
- c) Integrated Webcam
- d) HDD 256gb SSD
- e) Memory 8gb
- f) Core i3 gen 6 above
- g) Internal Battery that can last for more than 3hrs
- h) IEEE 802.11 Wireless capability (ac,g or n)

Thank you,
Yours faithfully,

Mrs. Bilha Ludeki
REGISTRAR



Anne A. Esese (Mrs.)
CHIEF PRINCIPAL/SECRETARY-BOM.



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"Transforming Lives Through Quality Assessment and Credible Certification"



All official correspondence should be addressed to:
The Council Secretary/Chief Executive Officer

KNEC is ISO 9001:2015 Certified

KNEC/GEN/CEO/TE/EA/TTC/2024/001

10th January, 2024

To: All Principals of Diploma Teacher Training Colleges

RE: CONDUCT OF 2024 TEACHER EDUCATION ASSESSMENTS ON THE E-ASSESSMENT PORTAL

The Kenya National Examinations Council (KNEC) wishes to bring the following information to the attention of all Principals of Diploma Teacher Training Colleges (TTCs):

- 1.0 KNEC will be conducting assessment in the following Teacher Education courses in the year 2024:
 - 1.1 Diploma in Primary Teacher Education (**DPTE**);
 - 1.2 Diploma in Early Childhood Teacher Education (**DECTE**);
 - 1.3 Upgrade Diploma in Primary Teacher Education (**UDPTE**);
 - 1.4 Upgrade Diploma in Early Childhood Teacher Education (**UDECTE**); and
 - 1.5 Diploma in Secondary Teacher Education (**DSTE**).
- 2.0 All assessments shall be administered **electronically through CBATE portal**. Principals are therefore requested to adequately prepare for the assessment by putting in place the required ICT infrastructure for effective administration of School Based Assessments (SBA) and Summative Assessments online, using the KNEC e-assessment portal.
- 3.0 To facilitate the KNEC e-assessment process, all teacher trainees are required to have laptops with the following **minimum** specifications by **30th April, 2024**:
 - 3.1 Licensed Windows 10 version 22H2 and above;
 - 3.2 14-inch screen (minimum resolution 1920 x 1080);
 - 3.3 Integrated Webcam;
 - 3.4 HDD 256gb SSD;
 - 3.5 Memory 8gb;
 - 3.6 Core i3 gen 6 above;
 - 3.7 Internal Battery that can last for more than 3hrs;
 - 3.8 IEEE 802.11 Wireless capability (ac,g or n).
- 4.0 All Principals of the registered Diploma Teacher Training Colleges should ensure availability of stable internet connectivity and power supply.

You are hereby requested to ensure that your institution and trainees prepare adequately for the administration of the assessments as guided, with effect from 2024.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER



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INDEMNITY FORM

TRAINEE DECLARATION ON SAFETY OF PERSONAL PROPERTY

I _____ admission no _____
declare to take responsibility in safeguarding my personal belongings while residing or studying within College premises or traveling for academic or co-curricula purposes. I will take proper care of my personal property including money, phones, laptops, clothings, books and any other valuables.

I promise to:-

- a) Keep my valuables in the hostels, always locked up
- b) Ensure windows and lockers are properly secured at all times
- c) avoid leaving valuables unattended in class rooms, hostels, library or dining hall
- d) Report any suspicious activity or security concern to the College administration immediately

The College **SHALL NOT** be held liable or **RESPONSIBLE** for the loss, theft or damage of my personal property occurring within or outside the college premises, hostels, surroundings etc.

By signing this form, I confirm that I understand and take full responsibility for the safety and security of my personal belongings and indemnify the college against any loss.

Trainee's sign: _____ Date: _____

PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge and understand the contents of this indemnity form and agree that the student is responsible for the safety of his/her property.

Name of Parent/Guardian: _____ Sign: _____

ID no: _____ Tel: _____ Date: _____



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KIPKARREN RIVER.

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MEDIA CONSENT FORM

Use of my photographs and images online and in College publications

Lugari Diploma Teachers Training College engages students and staff in various activities ranging from sports, conferences, graduation ceremonies, excursions, practical learning activities among others. During such activities the College staff/students may take photographs or videos of the students involved. The college can use students' photographs/images/videos in a variety of ways including but not limited to the College prospectus, printed publications and materials that the College produces, College website, social media or on display boards within and outside the college. The college may also make video or webcam recordings for monitoring, advertisement or for other educational use. Further, the students' photos/images may be published in the college newsletter, graduation booklets, website or social media platforms.

To comply with the Data Protection Act 2019, we need your permission before we can use your image/photograph or video recordings in the college for any purpose. By filling this form, you grant the college unequivocal revocable consent to use your image and/or videos in its activities and promotions. Note that the consent once given can be revoked by writing to the Chief Principal.

Please note the terms below:

- The College may use my photograph in the prospectus and other printed publications produced for promotional purposes or on display boards
- The college may use my image/photos in the College newsletters, website, graduation booklets and social media/webcam, among others.
- I agree to abide by the College rules, regulations and guidelines and all-time protect my Alma mater from legal litigations emanating from use of my image/photograph.

I have read and understood the consent form:-

Trainee's sign (if over 18) _____ ID. No _____ Date: _____

If trainee is under the age of 18: PARENT/LEGAL GUARDIAN

Name of Parent/Guardian: _____ Sign: _____

ID no: _____ Tel: _____ Date: _____

I, consent to the above terms and conditions.