



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

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

Tel: 0718120187

EMAIL: lugaridttc@gmail.com

Website: www.lugaridttc.ac.ke

Subject Combination: _____

Students Name: _____

Name of Sec. Sch: _____

KCSE Index no: _____

2025 ADMISSION LETTER

DIPLOMA IN SECONDARY TEACHER EDUCATION (DSTE)

RE: OFFER OF LETTER OF ADMISSION AND JOINING INSTRUCTIONS

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 Education. You will find below, some information that requires your attention:-

a) DATE OF REPORTING

You will report on **9th September, 2025** accompanied by your parent. Registration will begin at 9:00am and end at 3.00p.m. **Note:** No students will be registered after 3.00p.m

b) CREDENTIALS AND DOCUMENTS REQUIRED

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

- i) This letter of admission
- ii) Your original National Identity Card
- iii) Your original KCSE certificate/Result slip.
- iv) Your original school leaving certificate from your KCSE School.
- v) Birth certificate.
- vi) Two certified passport size photographs taken recently (in colour) **"AND NOT PHOTO ME"**

vii) You are also required to **use, fill, or sign** the following documents **appropriately:-**

1. Student Data Form
2. Medical Form
3. Rules, Regulations & Declaration
4. Fees Structure
5. Course Books List
6. Items Provided

c) BOARDING REQUIREMENTS

The College provides separate Male/Female Hostels, a bed, a mattress, standard meals, a basin and free wifi.

You are required to bring the following personal effects:-

- a) Adequate decent personal clothing
- b) Two pairs of plain bed sheets
- c) 2 blankets
- d) A bed cover (light blue for male and light green for female)
- e) 1 pillow and 1 pillow case
- f) A bath towel
- g) A pair of games shoes and stockings
- h) Suitable P.E Clothing for use until you are issued with P.E. kit
- i) Adequate pocket money
- j) A strong bucket
- k) Bathing and washing soaps
- l) A plate, mug and a spoon,
- m) A mosquito net.
- n) Toothbrush, enough toothpaste and other personal effects
- o) Enough face masks for use

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



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LIST OF DOCUMENTS REQUIRED FOR 2025/2026 ADMISSION

Dear Student,

Ensure you have ALL of the below listed nine (9) documents required for admission:-

1. 2025 Admission Letter
2. 2025/2026 Fees Structure
3. Student Data Form
4. Medical Form
5. Course Books List
6. Boarding Requirements List and Dressing Code
7. Declaration and Commitment form
8. Code of Rules, Regulations and Guidelines for Students
9. List of Items provided

NOTE:

Should you find any difficulty in obtaining the documents, don't hesitate to contact 0718120187 or lugaridttc@gmail.com



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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:-

CHIEF PRINCIPAL
LUGARI DIPLOMA T.T.C.

LUGARI DIPLOMA TTC,
SCHOOL FUND ACCOUNT NO: 01129534341200
CO-OPERATIVE BANK, WEBUYE BRANCH.

P.O. Box 229-50241, KIPKARREN RIVER

Sign: Anne A. Eese (Mrs.)

THE CHIEF PRINCIPAL/BOM SECRETARY



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

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

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

STUDENT'S DETAILS:

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 DETAILS

NAME _____

RELATIONSHIP _____

ID NO _____ TEL NO: _____

POSTAL ADDRESS: P. O. BOX _____

CHIEF REGISTRAR
LUGARI DISTRICT T.T.C.

30 MAY 2024

P.O. Box 22-50261 KENYAN RIVER
KCPE YEAR: _____

EDUCATION/ACADEMIC DETAILS

1. PRIMARY: PRIMARY SCHOOL:

KCPE INDEX NO: _____

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 _____



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MEDICAL EXAMINATION FORM

EXAMINATION TO BE CARRIED OUT BY A PUBLIC MEDICAL DOCTOR

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

1. Full name (Capital Letters) _____
2. Sex: Male/Female _____
3. Age _____ Date of Birth: Day _____ Month _____ Year _____
4. Marital Status: _____
Number of children _____ Ages of children respectively; _____
5. Do you suffer from any physical impairment/disability (e.g. paralyzed arm, loss of leg etc.) _____
6. Do you have any dietary restrictions? _____ if so give details _____
7. Indicate your blood group _____
8. Have you suffered from any of the following diseases:
Delete whatever is not applicable.

| | |
|-------------------------|--------|
| i. Tuberculosis | Yes/No |
| ii. Pleurisy | Yes/No |
| iii. Typhoid | Yes/No |
| iv. Gonorrhea | Yes/No |
| v. Hernia | Yes/No |
| vi. Fracture | Yes/No |
| vii. Syphilis | Yes/No |
| viii. Amoebic Dysentery | Yes/No |
| ix. Malaria | Yes/No |

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

VACCINATION

9. Have you been vaccinated/inoculated against the following diseases?

- | | | |
|--------------------|--------|-------------------|
| i. COVID-19 | | |
| ii. Tuberculosis | Yes/No | Date (Year) _____ |
| iii. Small Pox | Yes/No | Date(Year) _____ |
| iv. Polio Myelitis | Yes/No | Date(Year) _____ |
| v. 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)

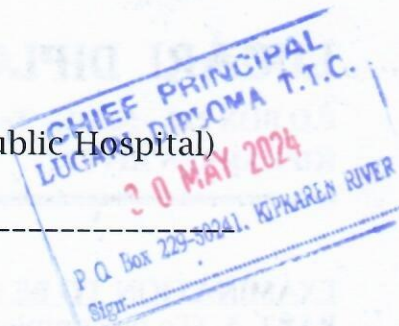
(a female student who is pregnant can report to College and is allowed to defer the course to the next academic year)

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





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Section (F) COURSE BOOKS LIST

(A) COMPULSORY LEARNING AREAS

Every student should buy the below required textbooks for use in compulsory learning areas below:-

i) EDUCATION DEPARTMENT - COMPULSORY

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

ii) PHYSICAL EDUCATION DEPARTMENT - COMPULSORY

1. Physical Education , A teachers Guide for Form 1-4(New Syllabus)
2. Training shoes(sports shoes)
3. PTE Physical Education book

iii) SUPPORT SUBJECTS - will be taken by all students

a) General Workshop

1. Set of technical Drawing instruments.
2. One drawing Book(size A3)
3. Four felt pens-Assorted colours (Red, Blue, Green, Black)

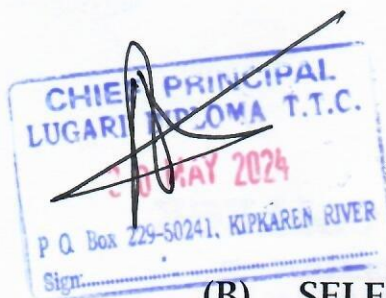
b) Environmental Education

1. Environmental Education by Muthoka A. Res or Ziporah Rumbui-Longman publishers.
2. Introduction to Environmental Education by J.E. Otiende. W.P Enon, R. Boisvert; Nairobi University Press

Note: Books that bear stamps of other institutions will not be accepted.

c) Computer Studies

- 8GB flash disk
- Scientific calculator



(B) SELECTED LEARNING AREAS

Please buy books in your learning areas ONLY.

Given that there are new learning areas introduced, students will be informed of other courses books later.

1. HOME SCIENCE

- a) Mugenda & Mugenda
- b) Principles of Home Management by Julia Kilobu
- c) Monitor, Grade 7, 8, 9
- d) Needle work tools set, (Needles, Scissors, Bobbin, Case)
- e) White cotton poplin fabric 2.5metres
- f) Threads - Assorted colours
- g) MTP - Grade 7,8,9

2. HOME & HOME MANAGEMENT

- a) Apron
- b) Chef's cap
- c) 4 files
- d) Flash disk
- e) 10 brown/white drafting paper

3. FOOD & NUTRITION

- a) Chef's cap
- b) Apron
- c) Meal planning text book
- d) 4 files
- e) Flash disk
- f) Dish cloth, kitchen towel

4. FASHION DESIGN & INTERIOR DECOR

- a) 4 files
- b) Flash disk

5. HAIR DRESSING & BEAUTY THERAPY

- a) 4 files
- b) Flash disk

6. TEXTILE DESIGN TECHNOLOGY

- a) Assorted threads
- b) Cotton poplin - 3 metres
- c) Cutting scissors - sniger
- d) 4 files



- e) 10 brown papers
- f) 3 balls of assorted woollen thread



7. **COMPUTER STUDIES**

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

8. **LITERATURE IN ENGLISH SET BOOKS**

| S/N | GENRE | TITLE/AUTHOR | PUBLISHER |
|-----|----------------------------------|--|----------------------------|
| 1 | Play from East Africa | A hole in the sky by Austin Bukunya(2022 Edition) | Oxford University press |
| 2 | Play from Africa | Showhat and sowhat by Taban Lo Liyong(2024 Edition) | Longhorn publishers, Kenya |
| 3 | Play from the rest of the world | Hobsons Choice by Harold Brighouse(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 |



9. FASIHI YA KISWAHILI SET BOOKS

| 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 |

10. CHRISTIAN RELIGIOUS EDUCATION

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

11. 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

12. HISTORY & CITIZENSHIPN DEPARTMENT

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

- b) Evolving World Form 1, 2, 3 and 4 by Kapiyo
- c) History and Government Form 3 and 4 KLB
- d) Atlas 360°



13. BUSINESS STUDIES (Buy any two books)

- a) **Compulsory:** Accounting Simplified (by N. A. Saleemi),
Marketing Simplified (by A. Saleemi),
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.

14. MATHEMATICS DEPARTMENT

- 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

15. ELECTRICAL TECHNOLOGY

- a) Textbook of Electrical Technology by Theraja (Chand)
- 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

16. ELECTRICAL INSTALLATION

- a) Advanced Electrical Installation Work 7ED level 3 by Linsley, Routledge.
- 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



17. WOOD TECHNOLOGY

- a) KLB Woodwork levels 1 - 4
- 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, googles.

18. AGRICULTURE DEPARTMENT

- a) KLB Secondary Agriculture Book 1, 2, 3 & 4
OR
- b) Revision Agriculture Form 1, 2, 3 & 4
- c) Gumboots
- d) Green dust coat

19. SOCIAL STUDIES

- a) Geometrical Set
- b) 30cm Ruler
- c) Scientific calculator
- d) Atlas 3600
- e) Map reading and photograph interpretation by JND Chege and Paul Kibuuka
- f) KLB Geography book 1- 4
- g) Evolving World History book 1-4



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BOARDING REQUIREMENTS & DRESSING CODE

- i) The College **provides** separate Male/Female Hostels, a bed, a mattress, a basin, standard meals, and free wifi.
- 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 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.



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

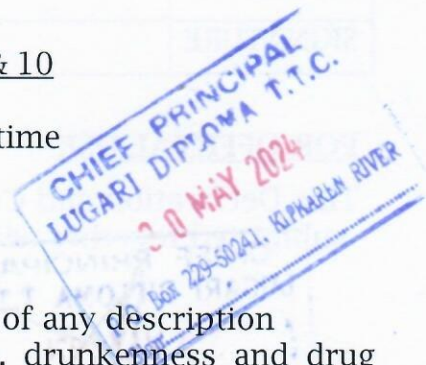
DECLARATION & COMMITMENT BY THE STUDENT

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:-

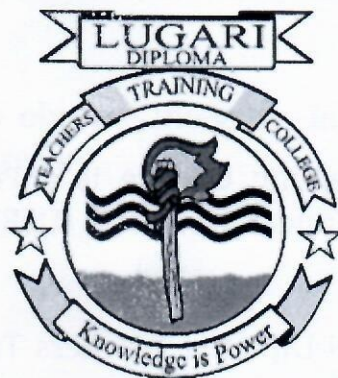
| | STUDENT | Witnessed by :- PARENT/GUARDIAN |
|-----------|---------|------------------------------------|
| FULL NAME | | |
| ID NO | | |
| MOBILE NO | | |
| SIGNATURE | | |

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.

CHIEF PRINCIPAL
LUGARI DIKOMA T.T.C.
30 MAY 2024
P.O. Box 224-50211, NIPKAREN RIVER
Sign: _____

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



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

CODE OF RULES, REGULATIONS AND GUIDELINES FOR STUDENTS

2018

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 this regulations may lead to disciplinary action being taken against the student.

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

1. COURTESY

(A).

- i) All students should be courteous to teaching staff, non-teaching staff, student leaders and visitors at all times.
- ii) Staff quarters, Staffrooms and Offices are out of bounds to all students unless with permission from relevant authority.
- iii) Students are expected to use the official languages of Kenya, English or Kiswahili at all gatherings.
- iv) 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 6:00p.m
- v) No visitors are allowed in the halls of residence/boarding area or classrooms

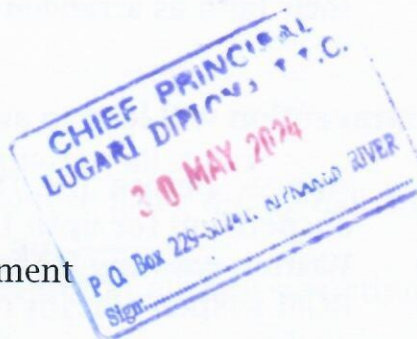
(B) Contravention of the above will lead to any or all of the following disciplinary measure by:-

- a) **Appear before the SRC disciplinary Committee**
- b) **Appear before the Office of the Dean**
- c) **Appear before the Discipline Committee**
- d) **Written warning letter from the Chief Principal**
- e) **Board of Management (BOM) Suspension for one academic year or discontinuation.**

2. DISCIPLINE

Students are expected to observe integrity. Indiscipline includes but is not limited to the following areas:-

- i) Alcohol/drug and substance abuse
- ii) Mass indiscipline
- iii) Immorality
- iv) Fighting
- v) Theft
- vi) Sneaking
- vii) Defiance/disrespect to authority/incitement
- viii) Prohibited literature
- ix) Use of mobile phones and radio during class time.
- x) Open love relationships
- xi) Fraud/forgery
- xii) Exam irregularities or malpractices



Failure to adhere to the above will lead to any or all of the of the following:-

- a) Appear before the disciplinary committee who may recommend suspension of upto 12 days
- b) Repeated contravention of the above may lead to appearing before BOM who may recommend either suspension for one academic year or discontinuation.
- c) Criminal charges by the state agencies depending on the gravity of the matter.

3. COLLEGE PROGRAMMES

- i) All College programmes are compulsory whether out or within the College.
- ii) Punctuality should be observed in all these programmes.
- iii) Assemblies, flag raising assembly on Monday and Friday and other public functions within the College are compulsory and should be respected.
- iv) **All Lectures are compulsory**
- v) Students are expected to take part in co-curricular activities that include games and sports, clubs and societies and other relevant

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 this regulations may lead to disciplinary action being taken against the student.

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

1. COURTESY

(A).

- i) All students should be courteous to teaching staff, non-teaching staff, student leaders and visitors at all times.
- ii) Staff quarters, Staffrooms and Offices are out of bounds to all students unless with permission from relevant authority.
- iii) Students are expected to use the official languages of Kenya, English or Kiswahili at all gatherings.
- iv) 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 6:00p.m
- v) No visitors are allowed in the halls of residence/boarding area or classrooms

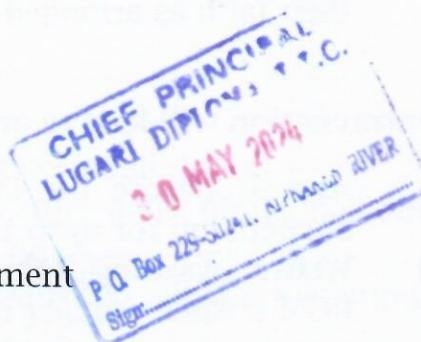
(B) Contravention of the above will lead to any or all of the following disciplinary measure by:-

- a) **Appear before the SRC disciplinary Committee**
- b) **Appear before the Office of the Dean**
- c) **Appear before the Discipline Committee**
- d) **Written warning letter from the Chief Principal**
- e) **Board of Management (BOM) Suspension for one academic year or discontinuation.**

2. DISCIPLINE

Students are expected to observe integrity. Indiscipline includes but is not limited to the following areas:-

- i) Alcohol/drug and substance abuse
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Failure to adhere to the above will lead to any or all of the of the following:-

- a) Appear before the disciplinary committee who may recommend suspension of upto 12 days
- b) Repeated contravention of the above may lead to appearing before BOM who may recommend either suspension for one academic year or discontinuation.
- c) Criminal charges by the state agencies depending on the gravity of the matter.

3. COLLEGE PROGRAMMES

- i) All College programmes are compulsory whether out or within the College.
- ii) Punctuality should be observed in all these programmes.
- iii) Assemblies, flag raising assembly on Monday and Friday and other public functions within the College are compulsory and should be respected.
- iv) **All Lectures are compulsory**
- v) Students are expected to take part in co-curricular activities that include games and sports, clubs and societies and other relevant

- social activities e.g. drama, music, cultural festivals e.t.c.
- vi) Students are also encouraged to attend various religious services of their faith as arranged by the College.

Contravention will lead to any or all of the following:

- a) **Appear before the Disciplinary committee who may recommend suspension for upto 12 days**
- b) **Written warning from the Chief Principal**
- c) **BOM suspension for one academic year or discontinuation from the course.**

4. COLLEGE PROPERTY

- i) College facilities and equipment must be properly used; malicious damage and loss will result in: 1. surcharging accordingly. 2. criminal proceeding against individual.
- ii) Only authorized and approved materials and work may be displayed on College Notice Boards.

Contravention of the above will lead to any or all of the following:-

- a) **Appear before the disciplinary committee who may recommend suspension of upto 12 days.**
- b) **Surcharging**
- c) **Criminal proceeding against individual**
- d) **BOM suspension for one academic year or discontinuation from the course.**

5. ABSENCE FROM COLLEGE

- i) A student who absents himself/herself from College for seven consecutive days or a total of fifteen days in a term or is absent for a total of twenty one days in a year is considered to have withdrawn from the College.
- ii) A student may be granted leave of absence from the College in the following ways:
 - a) Short leave: A student will be authorised by Dean of Students' office to travel and be back on the same day before 6:00p.m
 - b) Long leave: A student will be authorized by Dean of Students, Deputy Principal or Principal to be away from College overnight.

Contravention will lead to any or all of the following

- a) Appear before the disciplinary committee who may recommend suspension of upto 12 days.
- b) Warning letter from the Chief Principal
- c) Suspension for one academic year or discontinuation from course by BOM.

6. PERSONAL/COLLEGE CLEANLINESS.

- i) All students should be well groomed/smart at all times.
- ii) All students should keep the hostels, lecture halls, dining hall and the general College environment clean and tidy.
- iii) All students are expected to dress decently at all times as stipulated in TSC code on dress code
- iv) Any Lecturer will demand students to dress appropriately as stipulated in the article below:-



20/2012 TSC ACT SUBSIDIARY LEGISLATION **Regulation No 12: Professionalism**

- ♦ *A teacher shall maintain a neat and decent standard of dressing which befits the dignity and image of the teaching service*
- ♦ *Ensure his/her appearance and personal hygiene is not offensive to workmates or those they serve*

Contravention will lead to:-

- a) Appear before the disciplinary committee who may recommend suspension of upto 12 days
- b) Warning letter from the Chief Principal
- c) Suspension for one academic year or discontinuation from the course by BOM.

7. ILLNESS

- i) Sick students should report to the College clinical officer/Nurse immediately and not rest in the hostels.
- ii) Students who require specialized treatment or students with

contagious and communicable diseases will be referred back home for further management.

- iii) **Any medical referral cost out of College clinic will be met by the parent or guardian.**

8. CATERING SERVICES

- i) Kitchen and stores are out of bounds to students.
- ii) All meals shall be served and eaten in the Dining Hall.
- iii) **Meal cards MUST be produced in order to be served.**
- iv) All students **must queue** to be served.
- v) No special diet will be provided.
- vi) Punctuality and etiquette (good table manners) should be observed during meal times.

Contravention may lead to any or all of the following:-

- a) **Appear before the disciplinary committee who may recommend suspension of upto 12 days**
- b) **Warning letter from the Chief Principal**
- c) **Suspension for one academic year or discontinuation from the course by BOM.**

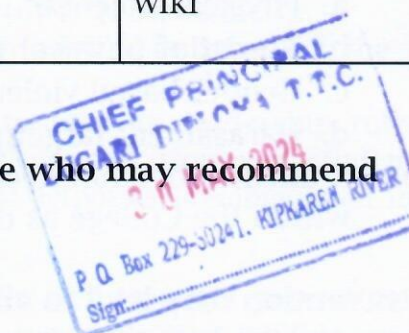
9. COLLEGE MENU

Below is **STRICTLY** the only menu provided by the College. **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 +Fruit | 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 |

Contravention will lead to:

- Appear before the disciplinary committee who may recommend suspension of upto 12 days**
- Warning letter from the Chief Principal**



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

Name: _____

Sign: _____

Adm No: _____

Date: _____

11. HOSTELS

- i) Students of the opposite sex are not allowed to exchange visits between hostels.
- ii) Hostels will remain locked during lectures, preps, games and any other College function.
- iii) Visitors are not allowed in the students hostels.
- iv) Students will be issued with boarding facilities only after clearing with relevant offices: Finance, Dean, Registrar & Deputy Principal

Contravening of the above will lead to any of all of the following:-

- a) **Appear before the disciplinary committee who may recommend suspension of upto 12 days**
- b) **Suspension for one academic year or discontinuation from the course by BOM.**

12. VIOLENCE

- i) 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 e.g.
 - a. Physical violence
 - b. Threat of physical violence
 - c. Gender based violence (GBV) e.g. sexual, tribal or clan harassment.
 - d. Harassment targeting those with disabilities.
- b) Students shall not keep or be in possession of any offensive weapons within the College as defined in the Laws of Kenya.

Contravention may lead to any or all of the following:-

- a) **Appear before the disciplinary committee who may recommend suspension of upto 12 days**
- b) **Refer to BOM if persistent (suspension for one academic year or discontinuation)**
- c) **Criminal charges by the relevant authority depending on the seriousness of the case.**
- d) **BOM suspension for one academic year or discontinuation from the course.**

13. WITHDRAWAL FROM TRAINING

Students once admitted are expected to pursue the three years' course without interruption of whatever nature. However, 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.
- v) **Students should ensure they have properly filled the relevant documents before departure. Contravention may be assumed self withdrawal.**

NB: Readmission will entail:

- a) Fill readmission forms from Dean's office on a working day.
- b) Follow due process of readmission
- c) Incase of discipline leave, report to the Deputy Principal
- d) **ALL the above cases to undergo guidance and counseling services on readmission.**

OTHER SERVICES OFFERED BY THE COLLEGE

1. Guidance and counselling

- a. Students who require guidance and counselling services should feel free to visit the Dean of students' office for necessary assistance. Confidentiality in all cases will be highly observed.
 - b. Guidance and counselling services are skewed towards academic responsibility/issues and therefore students are advised to liaise with the Registrar.
 - c. 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.
2. 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.
3. 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. (No student may write any correspondence on behalf of the Principal or any other college official).
4. **College transport facilities.**
Clubs and societies and other students must forward their request to the principal

through the Dean of students and the patron of the club or society or group. Any student, club or society or group using College transport facilities must be accompanied by their patron or an authorized lecturer or College official who takes full charge of the group, or trip or the itinerary.

5. Clubs and societies

- Students shall be expected to join a club and society of their choice.
- 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.
- 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 Principal.
- Clubs and societies shall have fully registered and recognized elected officials and members, and should operate under guidance of a patron.
- All invitations for guest speakers or visitors by clubs shall be channeled through the office of the Principal.

6. Welfare Guidelines

- In the event of the passing on of a student, the College contribution shall be Ksh 7,000/- (Kshs seven thousand only) given to the documented parent/guardian. Facilitation of transport for three welfare officials depending on the locality shall be provided.
- In the event of the passing on of (i) child (ii) spouse (iii) parent/documented guardian, the College shall give from the Welfare Kitty Ksh 5,000/- (Kshs five thousand only) given to the student.

7. College Fees Policy.

| | | |
|--------------------|--------|---|
| 1 st yr | Term 1 | 100% - Whole year's fees paid on admission |
| 2 nd yr | 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 |
| 3 rd yr | Term 7 | All fees paid before KNEC registration in September |

Fees shall be paid as per the above approved Fees payment policy:

Addendum:

- Students will be cleared only after paying fees.
- Failure to adhere to the policy will lead to suspension for upto 12 days.
- Exclusion from sitting for exams for those who contravene

8. College Routine

a) Monday to Friday

| FROM | TO | EVENT |
|---------|---------|--|
| 5.00am | 6.30am | Waking Up/General Cleanliness |
| 6.30am | 7.00am | Break fast |
| 7.30am | 8.00am | 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 |
| 10.45 | 11.00pm | Roll call in Hostels |
| 11.00PM | | Retire to Bed/Lights off |

CHIEF PRINCIPAL
LUGARI DIPLOMA T.T.C.
30 MAY 2024
P.O. Box 229-50241, KIPKANDU RIVER
Sign: _____

(b) Saturday

| FROM | TO | EVENT |
|---------|---------|--|
| 7.20am | 8.20am | Breakfast |
| 8.20am | 11.00am | Self-Directed activities within the college/laundry |
| 11.00am | 11.30am | Tea Break |
| 11.30am | 1.30pm | Personal Cleaning/Grooming Church service for SDA faithfuls |
| 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 |
|---------|---------|-------------------------------|
| 7.20am | 8.20am | Breakfast |
| 8.20am | 11.00am | Church service 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 |

d) Public Holidays

A programme will be prepared separately for that particular day

Contravention may lead to any or all of the following:-

- Appear before the disciplinary committee who may recommend suspension of upto 12 days**
- Written warning letter from the Chief Principal**
- Suspension for one academic year or discontinuation from the course by BOM.**



DECLARATION 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.
3. I promise to be of good character and abide.

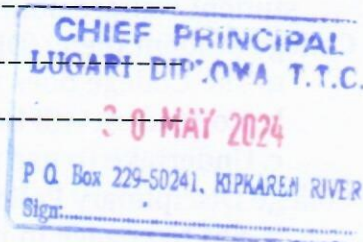
Name: _____

Subject Combination: _____

Adm no: _____ ID No: _____

Signature: _____ Date: _____

Mobile: _____



WITNESS: (Parent/Guardian)

Name: _____

Adm no: _____ ID No: _____

Signature: _____ Date: _____

Mobile: _____

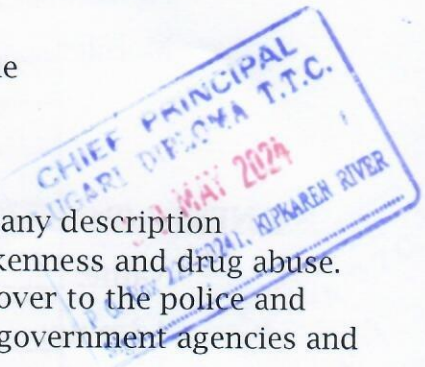
NB: These set of rules and regulations are binding to all students.

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:-

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 pregnancy
In the event of pregnancy, I will proceed to one year maternity leave **(b) own up to the Nurse**
3. College policy on bereavement
Only when our student dies, shall the College be actively involved as captured in student welfare policy.
4. College Student menu/Diet/Catering service rule 9
 - 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
5. 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.
6. Hostel Policy Rule no 10
 - a. Students to be issued with boarding facilities only after having been cleared by relevant offices
 - b. Female hostels are out of bound for male students and vice-versa.
7. 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
8. Policy on Class Attendance/Exams/College programmes rule no. 3
All lectures/lessons are compulsory. No student should miss class unless with valid per mission
9. Students will be required to uphold Board of Management policy guidelines as communicated to them by the Secretary to the Board



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

Signed _____

Witnessed by Parent/Guardian:

Name: _____

Signature: _____

Mobile No. _____

FOR OFFICIAL USE

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



Anne A. Esese (Mrs)

CHIEF PRINCIPAL/BOM SECRETARY

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



LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

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

Tel: 0718120187

EMAIL: lugaridttc@gmail.com

Website: www.lugaridttc.ac.ke

ITEMS PROVIDED

The college provides the following items to all students joining:-

1. *Female Hostel*
2. *Male Hostel*
3. *A bed*
4. *A mattress*
5. *Well balanced meals*
6. *Wifi/Fibre*

Welcome to Lugari – a home away from home !