



Ref. No. KTVC/REG/GEN/05/2026

KTVC /ADM/F006A

OFFICE OF THE REGISTRAR

STUDENT NAME:

COURSE:

ADM NO:

DEPARTMENT:

INTAKE JAN MAY SEPT

Dear

LETTER OF ADMISSION

Following your application, we are pleased to inform you that you have been admitted to **Kamukunji Technical and Vocational College (KAMUKUNJI TVC)** to pursue

COURSE:LEVEL.....

Note: Courses have 1 to 7 Modules depending on KCSE grade.

You are advised to report to the college for admission on *between* 8.30 am and 4.00 p.m. You will be required to bring the following:

- a) The Attached Medical letter and form duly filled in, stamped and signed by a government medical officer after you are medically examined.
- b) **Original and copies** of your KCPE & KCSE Result slip /certificates, National ID, form four (4) school leaving certificate and Birth Certificate for verification. Please note that presentation of **FORGED** documents is a criminal offence and the college shall not be held responsible for the consequences therein. You are further required to ensure that you are fit and qualified for this course.
- c) Two (2) Copies of 40mm by 50mm Digital passport photographs
- d) This admission letter.
- e) You will be required to sign the attached KAMUKUNJI TVC student guide in the presence/witnessed/by parent/Guardian/sponsor which shall also be counter signed by a senior KAMUKUNJI TVC Staff.
 - *Information relating to fee payment is tabulated over leaf.*
 - *The attached list of essential tools and books MUST be bought before the student is admitted. It is recommended that a KTVC student should have a laptop within the first year of study as it will be very essential for carrying out research and project work.*

Yours Sincerely

REGISTRAR - Kamukunji Technical and Vocational College

TUITION FEES – MODULARIZED CURRICULUM AND OTHER LEVIES

Excluding other levies, Fees payable per Module is **Ksh 35000**. The breakdown is as follows;

| SNO | VOTE HEAD | Module 1 Ksh | Module 2 Ksh | Module 3 Ksh | Module 4 Ksh | Module 5 Ksh | Module 6 Ksh | Module 7 Ksh |
|------------------|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1. | Tuition | 12214 | 12214 | 12214 | 12214 | 12214 | 12214 | 12214 |
| 2. | Personal Emoluments | 4294 | 4294 | 4294 | 4294 | 4294 | 4294 | 4294 |
| 3. | Electricity water and conservancy | 1317 | 1317 | 1317 | 1317 | 1317 | 1317 | 1317 |
| 4. | LT & T | 1318 | 1318 | 1318 | 1318 | 1318 | 1318 | 1318 |
| 5. | RMI | 1087 | 1087 | 1087 | 1087 | 1087 | 1087 | 1087 |
| 6. | Activity | 1504 | 1504 | 1504 | 1504 | 1504 | 1504 | 1504 |
| 7. | Insurance | 666 | 666 | 666 | 666 | 666 | 666 | 666 |
| 8. | Training Material fee | 9600 | 9600 | 9600 | 9600 | 9600 | 9600 | 9600 |
| 9. | Assessment tools | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 |
| SUBTOTALS | | 35000 |

Other Levies payable ONLY on admission

| | | |
|-----------------|-------------------------|-------------|
| 1. | Registration | 1000 |
| 2. | KUCCPS placement fee | 1500 |
| 3. | Caution Money | 1000 |
| 4. | Student College ID card | 500 |
| 5. | TVETA fee per year | 500 |
| SUBTOTAL | | 4500 |

1. Following your placement by **KUCCPS** to this institution, you **MAY** be eligible for Government (GoK) scholarships, loans and bursaries to assist with your **educational expenses**. You **MUST** make an application for consideration if you need government support to assist you with **educational expenses**
2. You will require the following documents to assist you make an application for consideration for Government (GoK) scholarships, loans and bursaries to assist with your **educational expenses**
 - a) A valid email address
 - b) Valid telephone number (Must be registered in your name to apply for a loan)
 - c) KCPE and KCSE index numbers and year of examination
 - d) Passport size photo
 - e) Copy of your National ID (For Loan application)
 - f) College/University Admission letter
 - g) Your parent's registered telephone Number
 - h) Your parents' national ID number
 - i) Death certificate if any of your parent is deceased
 - j) Your Birth certificate
 - k) Two guarantors' (Can be your parents) ID numbers and registered telephone numbers (For Loan application)
 - l) Copy of sponsors letter if you were sponsored during your secondary school.

Then visit www.hef.co.ke and click on the **student portal** and follow the following steps

- (i) Register & login in
- (ii) Fill profile & upload documents
- (iii) Tick box to apply for scholarship and loan
- (iv) Submit your application
- (v) Wait award within 30 days
- (vi) Wait for SMS payment notification

Any Student who will NOT apply for Government (GoK) scholarships, loans and bursaries to assist with their educational expenses will be required to meet the FULL costs of ksh 67,189 per year for the courses/programmes they have been admitted- to pursue

1. MODE OF FEES PAYMENT

- a) All monies should be Deposited in Kenya commercial Bank, A/C No.**1273164997**, Eastleigh Branch, or Banker's Cheque in favour of Kamukunji Technical and Vocational College.
- b) Personal cheques and Cash payments are **NOT ACCEPTABLE**
- c) Mpesa

Procedure of paying fees through M-Pesa PayBill

- i. *Go to Mpesa Menu*
- ii. *Lipa na Mpesa*
- iii. *Pay Bill*
- iv. *Enter business No-522123*
- v. *Enter account No [The college code 82293k, followed by student name/admission no] - eg 82293kPeter001*
- vi. *Enter Amount*
- vii. *Enter your Mpesa PIN and confirm.*

2. DEADLINE FOR REPORTING

The deadline for reporting to the college will be ***by the second week of every intake***

Note:

- i. *All fees **MUST** be paid in **FULL** on the opening day.*
- ii. *Fees once paid is not refundable under any circumstances. The **KTVC** board of governors reserves the right to review the fees from time to time*
- iii. *Industrial attachment is **compulsory** for all students*
- iv. *Examination Registration fee shall be charged separately when required by the Examination body per course, per module.*
- v. *All students to cater for their own meals and accommodation.*



KTVC /ADM/F006B

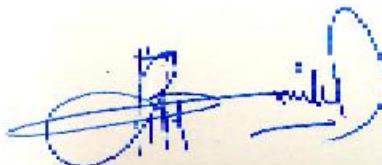
TO:

Date:

RE: MEDICAL EXAMINATION

As you have been advised separately, you have been selected to join this college to study a course of your choice. As a condition of admission, you are required to present yourself at any GOVERNMENT HOSPITAL for a medical examination. Medical certificates from Private hospitals and dispensaries will not be acceptable.

After the form is signed, keep it safely and bring it with you on the admission day. It is emphasized that you will **NOT** be admitted to this College without the attached medical examination form signed and stamped by a Medical Officer at a Government Hospital.



REGISTRAR – Kamukunji TVC



KTVC /ADM/F006C

Date:

To:
Medical Officer In-charge,

Dear Sir,

RE: MEDICAL EXAMINATION

The bearer of this form has been admitted to Kamukunji Technical and Vocational College for a course of training. We shall be grateful if you will kindly examine the student and comment accordingly as he/she is joining a public institution.

1. Date of birth.....
2. Has the student had or is having any of the following (tick the appropriate)
 - a) Any communicable disease(s) YES NO
 - b) Allergies YES NO
 - c) Epilepsy, fits, nervous disease or fainting attacks YES NO
 - d) Heart disease or rheumatic fever YES NO
 - a) Tuberculosis or other chest infection YES NO
 - b) Any disease of genitor-urinary system YES NO
 - c) Sexually transmitted diseases YES NO
 - d) Any disease of the digestive system YES NO

If the answer to any of the above is yes, please give details

3. Does the student have any form of disability.....
4. Has any member of his/her family suffered from
 - a) Tuberculosis
 - b) Insanity/mental illness
 - c) Diabetes mellitus
5. Any other condition(s) likely to interfere with his/her life and studies in a public institution. (**Kindly comment for follow up action.**)
.....
.....

DOCTOR'S NAME..... DATE..... SIGN.....
ADDRESS AND OFFICIAL STAMP.....



STUDENTS' GUIDE

(Those accepting the offer should return the signed declaration on page 8 during registration.)

I. PRELIMINARY

1. These regulations are formulated by the Board of Governors in accordance with the provisions of the TVET Act 2013 Laws of Kenya. The objective is to provide for the control, governance and administration of Kamukunji Technical and Vocational College (KAMUKUNJI TVC).
2. The regulations came to effect on **24th October 2020** and shall be binding upon every student of KAMUKUNJITVC upon registration and so long as such student remains so registered.
3. Every student shall, before being registered, be required to read these regulations and sign the declaration appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
4. a) Nothing in these regulations shall prevent the College from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the College.

b) Such bond, assurance or undertaking when required and executed shall have same effect as if it were part of these regulations.
5. For the purpose of these regulations, the term “student” shall mean and includes any person formally admitted to a course of study within the College.

II. THE GENERAL CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as applicable outside the Kamukunji TVC precincts.

- (i) All students are enrolled on the strict understanding that they shall comply with all rules and regulations of the College.
- (ii) Students are obliged to remain accountable to the College in respect to their relationship with members of the general public and ensure that:
 - a) All correspondences to the press or other mass media by student or officials of the students' council within the College in their individual capacities shall bear their names and private addresses.
 - b) All public statements affecting the College which are intended to be issued on behalf of any organization of students shall not be done without the consent of the Principal.
 - c) Invitations of Government Ministers, Representatives of Foreign Governments or other public personalities to visit the College in their official capacities shall be channeled through the appropriate College authorities.
- (iii) All students are expected to conduct themselves in accordance with the highest standards of integrity, personal discipline, morality and in particular shall:
 - a) Respect and adhere to the administrative and academic procedures established by the board of Governors for the control, governance and operations of the College.
 - b) Respect the rights and privileges of members of the College community at all times.
 - c) Conduct themselves in all public places with such humility and dignity as befits their status as students.
 - d) Refrain from any conduct that might bring the College, any section or programme thereof to disrepute or public ridicule.

- e) Refrain from all acts of hooliganism, unruly or rowdy behavior, (including fighting) emission of unreasonable or excessive noise, and conduct likely to cause annoyance or disturbance to others within or outside the Colleges precincts.
- f) Not tamper with firefighting appliances, electrical fittings and any other fittings and fixtures wherever installed.
- g) Not use, misuse or willfully damage or destroy the College's, personal or public property. Student/students who engage in such activities shall bear full responsibility thereof.
- h) Not drink alcohol, appear drunk or possess the same within the College
- i) Not use, misuse, abuse and possess drugs.
- j) Not engage in sexual activities within the College. Students found guilty of this shall immediately be suspended from the College awaiting the disciplinary committee decision
- k) Not steal or handle stolen property
- l) Not keep motor vehicles or motor-cycles in the College premises without the written permission of the College. Such permission may be denied or withdrawn without giving any reason thereof.
- m) Not write, paint, draw or post pornographic materials on the walls or doors. Any student found guilty of such an offence shall be required to remove the materials and repaint the surface.

(iv) All students are expected to conduct themselves in accordance with guidelines on health and safety of learners/trainees, trainers and non-teaching staff to curb the spread of COVID-19 in the college and in particular shall:

- a) Social distancing of at least 1 meter will be required to be maintained in the commonly shared areas that include Classrooms/lecture halls/ /tutorial rooms/laboratories.
- b) All trainees and staff shall wear appropriate facemasks before being granted entry into the college and shall use face masks while in classrooms or in other learning facilities
- c) All trainees shall wash their hands using soap and water before being permitted to the college compound. Trainees and Trainers and other staff members shall regularly wash their hands using soap and water or use hand-sanitizers before entering classrooms/lecture hall or tuition areas.
- d) Trainees must not report to the college if they are feeling unwell with symptoms of COVID-19, even if these symptoms are mild
- e) All Trainees shall avoid touching eyes, face, nose, ears and mouth using hands.
- f) All Trainees MUST adhere to preliminary requirement that the temperature of all visitors shall be taken at the main entrance and recorded. Any person with temperature reading 37.5 °C and above will not be allowed to enter the college.
- g) No unauthorized visitor will be allowed in the college. All non-essential visits to the college by parents and guardians are prohibited and shall only be allowed in exceptional circumstances
- h) When a trainee or staff member develops any symptoms of illness consistent with COVID-19, the person shall be isolated in the designated room while they wait to be picked up by the Rapid Response Team.
- i) Trainees who develop flu like symptoms should stay away from the college and seek medical attention

III. THE DISCIPLINE OF THE STUDENT(S)

The following provisions shall apply to all disciplinary actions taken against students in respect to disciplinary offences specified herein, whether such offences are committed within or outside the College.

A. Disciplinary Authority

For the purpose of these regulations, the Principal, acting on behalf of the Board of Governors, is the disciplinary authority of the College and may in that capacity: -

1. Vary or add to the list of disciplinary offences specified herein, with approval of the Board of Governors.
2. Suspend a student proved to have committed disciplinary offence pending disciplinary action, in consultation with the disciplinary committee.
3. Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

B. Disciplinary Offences

Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations: -

1. Boycott of scheduled lectures, meals, tutorials, practical lessons and other courses of instruction and assault or issuance of threats to other students in contemplation or furtherance of any such boycotts.
2. Assault of members of staff and or use of abusive language.
3. Any form of picketing or organized obstruction of students and or staff in any manner whatsoever.

4. Any attempt to conceive, design or affect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of Kamukunji TVC programs.
5. Malicious or willful damage, loss or theft of College's property.
6. Disorderly conduct and molestation of other members within or outside the College.
7. Any attempt to convene, organize, participate/involve in demonstration, gathering or procession, without the knowledge of the College's administration.
8. Drunkenness or disorderly behavior, possession and abuse of drugs and alcohol which are prohibited by law and the College.
9. Conviction in a court of law for commission of criminal offence of such a nature as should, in the opinion of Board of Governors, warrant expulsion from the College.

C. Disciplinary Procedures

1. All disciplinary offences and remedial action taken thereof shall in the first instance be reported to and dealt with by the disciplinary committee constituted as follows: Deputy Principal – (Chairperson), Dean/ Deputy Dean of Students - (secretary), Registrar, Head of Department concerned, Master on duty, and co-opted or invited members as may be found necessary
2. All appeals against the decisions of the disciplinary committee shall be made to the Board of Governors through the Principal.

D. Penalties

1. The Disciplinary Committee shall have power to recommend any or more of the following penalties:
 - a) A letter of warning or reprimand.
 - b) The payment for damages commensurate with the nature and gravity of the offence committed.
 - c) Suspension from the College for a specified period pending determination by the Board of Governors
 - d) Recommendation to the Board of Governors for Exclusion of a student from the College .
 - e) Any other penalty which the committee may deem fit to impose or recommend to the Board of Governors.
2. A student shall be excluded from the College with the approval of the Board of Governors.
3. On arriving at an appropriate penalty or a combination of penalties thereof, the Disciplinary Committee shall be at liberty to consider the total conduct (Past and Present) and not merely the immediate circumstances furnishing the reason for disciplinary action against the student.
4. The record and decision of any disciplinary action taken against a student shall be reported to his/her HOD and the Principal and shall form part of the students' record.
5. The disciplinary action taken will be communicated to the student and copied to his/her parent, guardian or sponsor.

NOTE

The provisions of these regulations and any decisions made by disciplinary committee hereunder shall not take away the right of the police or any member of the public so entitled, to bring any action, or to College criminal proceedings in respect of the same state of facts against any student in a court of law, nor shall anything herein prevent the State from taking any action which it may deem necessary against any student in the interest of security and public order.

IV. COLLEGE DRESS CODE

The dress code is applicable to all students and is part of our policy to provide and maintain high professional and moral standards in the College. What we wear can suggest, persuade, connote or give the wrong impression. Toward the realization of a decent and respectable dress code. The College has provided general guideline outlined hereunder

These prescribe that;

1. Dressing shall be decent. clothes that one would wear lounging at home, going to beach or going to a dance club are not recommended within the College
2. No dressing shall reveal under garments either while standing, sitting or bending. Undergarments shall not be seen through the outer garments.
3. Hair shall be kept clean and neat at all times. Men shall not plait or straighten their hair. Dreadlocks are not allowed
4. Casual items such sleeveless shirts/vests, shorts, tight jeans, tumbo-cuts, unfinished jeans, studs /earring or 'bling bling' for men are not allowed within the College
5. Any form of dressing that aims at promoting cultural practices shall not be acceptable
6. Nails shall be kept at a length that will ensure hygiene and safety. Men shall not paint their nails.
7. Bathroom slippers shall be restricted to residential areas only
8. **Specific dress code** shall be observed for specific areas like workshops, laboratories, sport fields etc. if protective clothing is called for then it must be worn.
9. The College shall not be held responsible for an accident arising from lack of proper attire

N/B In case of any doubts, clarification of the accepted mode of dressing can be obtained from the Dean's office.

V. ACADEMIC CONDUCT

A. Academic Requirements

1. Fees
 - a) The Board of Governors reserves the right to revise fees from time to time as the cost of living dictates and shall inform the parents in advance.

- b) All fees shall be paid on or before opening day and shall be payable to the College by banker's cheque, deposited in Kenya Commercial Bank, A/C No.1273164997, Eastleigh Branch or paid through the college lipa karo code 82293k
- c) Any parent/guardian/sponsor with fees problems shall make prior arrangement with the principal
- 2. All students shall be required to report on the first day of the term
- 3. Any student who shall not have reported within the first two weeks after commencement of the term shall be considered to have excluded himself /herself from the course.

B. General Academic Conduct

All students shall apply diligence to the courses of study approved by the Board of Governors and for which they are registered and in particular shall:

- 1. Except for a very valid reason, attend all lectures, practical lessons, and other scheduled courses punctually. Irregular attendance shall be communicated to the student's sponsor/parent/guardian and may lead to suspension and or expulsion of the student from the College.
- 2. Submit their assignment and projects as required by the department. Any student whose progress on a course of study is unsatisfactory shall be required to sit for supplementary examinations or withdrawn from the course and any fees paid shall be forfeited.
- 3. Refrain from any conduct whose object or logical consequence is to disrupt the operation of the academic programs of the College.
- 4. Students shall not be allowed to use mobile phones during class time.
- 5. Comply with all other rules and regulations made by the Board of Governors from time to time for the proper conduct of specific programs.

C. Examination Rules and Regulations

- 1. Candidates shall not enter the examination venue until allowed to do so.
- 2. Candidates shall be seated in the examination room five minutes before the start of the examination or as specified
- 3. No candidate shall be allowed to sit an exam thirty (30) minutes after the exam has started
- 4. All candidates shall be required to present their national identification cards, exam cards, and students ID in order to be allowed to sit the exam
- 5. Candidates with fees arrears shall not be allowed to sit exams.
- 6. Candidates shall sit one meter apart and those sitting similar papers shall not sit next to one another
- 7. Candidates caught with unauthorized materials shall be expelled from the examination room and barred from sitting in any other exam for a period of not less than one year. Unauthorized materials include phones, programmable calculators, written materials, recorded materials etc)
- 8. A student who fails to sit for an examination without good cause shall be deemed to have failed in that paper and this shall result to a re-sit that will only attract a maximum of 40%.
- 9. No candidate shall be allowed to leave the examination room before the end of the period allocated for the paper except by special permission by the supervisor.
- 10. No communication whatsoever, in whatever manner, shall be allowed between candidates or with any outsider during examinations.
- 11. Mathematical tables and calculators shall be used only when specified by the Examination office
- 12. A candidate shall return immediately to the supervisor any incorrect question paper given to him/her.
- 13. Any candidate who commits an examination irregularity in any paper shall have the results of the whole examination cancelled.
- 14. Comply with all other rules and regulations stipulate by any examining body from time to time.

D. Library Rules and Regulations

- 1. Use of the Library
 - Library facilities shall only be used by bonafide members.
- 2. Noise
 - (a) Silence shall be maintained at all times.
 - (b) Use of Mobile phones is prohibited.
- 3. Conduct
 - (a) Library users shall conduct themselves in a disciplined manner and be mindful of other users.
 - (b) Library facilities and services are limited and therefore shall be shared fairly.
 - (c) Cases, parcels, overcoats, bags, files and overalls shall not be allowed in the Library.
 - (d) Students shall be subjected to inspection at the counter by library staff when leaving the Library.
 - (e) Eating and drinking in the library are prohibited.
- 4. Time
 - The library shall operate during the following hours:

| | |
|-----------------|----------------------|
| Monday – Friday | 8.00 a.m – 10.00 p.m |
| Saturday | 8.00 a.m – 4.00 p.m |
- 5. Penalties
 - (a) All borrowed books shall be returned the last date and time stamped on the date label. A fine of five shillings shall be charged per day per book until it is returned.
 - (b) Borrowers with overdue books and outstanding fines shall not be allowed to borrow books and other library materials until cleared.

- (c) All library fines shall be payable at the Accounts Office.
- (d) Damage of library property shall lead to a surcharge or replacement.
- 6. Borrowing books
 - (a) A student shall be required to produce a student's identity card in order to borrow a book from the library
 - (b) Students shall report immediately to the library staff on duty if they misplace or lose their library borrower's cards or the books they have borrowed from the Library.
 - (c) Students shall take to the library any misplaced library books found anywhere in the College compound.
 - (d) Books read in the library shall be left closed on the tables. Users shall not return books to the shelves.
 - (e) Borrowed book that shall not have been returned by the fourth week shall be considered lost and the student shall take responsibility of replacing it forthwith.
 - (f) Students shall not have replaced lost books shall not be admitted back in the College the following term until after replacement.
 - (g) All borrowed book(s) shall be returned to the library at the end of every term.

E. WORKSHOPS/LABORATORIES SAFETY RULES AND REGULATIONS

- 1. A student shall wear protective clothing and devices in the workshops at all times.
- 2. Machines shall be used with their protective guard at all times.
- 3. A student shall never operate any machine without permission from the lecturers in charge or technician.
- 4. A student shall never operate any machine unless:
 - a) He/she has been fully instructed and appraised of safety measures.
 - b) He/she has received sufficient training and is under supervision.
- 5. A student shall closely follow instructions and directions in the use of explosive, hazardous, corrosive and inflammable materials.

VI. GAMES/SPORTS AND CLUBS RULES AND REGULATIONS

- 1. All students are encouraged to be members of at least one game/sport and one club.
- 2. A student shall only be allowed to use games facilities if properly dressed for the game.
- 3. Any new games or club activity shall be approved by the Dean of Students.
- 4. All games facilities and equipment shall be used for their rightful purpose, in case of malicious damage the student concerned shall be surcharged
- 5. Misappropriation of club funds is an offence and disciplinary action shall be taken.
- 6. Any invitation to or by external teams and clubs shall be approved by the Dean of Students.
- 7. All students participating in activities outside the College shall be expected to report back by 6.00 pm
- 8. Students participating in activities outside the College shall be bound by the College's rules and regulations at all times.

VII. SECURITY RULES AND REGULATIONS

- 1. General conduct
 - a) Students shall show respect to each other and to the personnel charged with responsibility of enhancing security.
 - b) Students shall show respect to the non-students who directly or indirectly have relationship with the College e.g. residents, visitors etc.
 - c) Students shall neither visit nor harvest anything from staff quarters.
- 2. Theft

Theft, vandalism and pilferage of College's and Private property are prohibited and shall be dealt with severely by the Administration or may be handed over to the police.
- 3. Loitering
 - a) Students shall confine themselves within tuition and boarding areas.
 - b) Students shall avoid being in the workshops, car parks, after 7.00 p.m.
 - c) Students shall refrain from idling between the College's gate.
- 4. Visitors

Visitors to students shall be booked by the security personnel on duty and identified by the student concerned. Such visitors shall not be allowed within the College beyond 6.00 p.m.

Below are the officials visiting hours

 - Monday – Friday 5.00 pm – 6.00 pm
 - Saturday – Sunday – 12.30 pm – 6.00 pm
- 5. Environmental care

Students shall at all times follow the established foot paths and not destroy any of the trees/sign posts etc within the compound. Students shall not litter.
- 6. Entertainment
 - a) Students shall confine themselves within the entertainment area.
 - b) Any noise level shall not become a nuisance to the residents and members of the public.
- 7. Enforcement
 - a) The security personnel on duty is empowered to make enquiries from anybody entering or leaving the College at all times.
 - b) The security officer has the powers to inspect any luggage.
 - c) Security personnel are empowered to enforce all the above stated regulations

VIII. CONSERVATION OF ENERGY

All students shall be required to:

1. Switch off unnecessary lighting.
2. Switch off idle machines and equipment.
3. Make use of Natural energy.
4. Turn off running taps.

IX. MISCELLANEOUS MATTERS

- a) The BOG reserves the right to change, add to amend, or otherwise vary these regulations as deemed necessary.
- b) Specific rules and regulations for the hostels, library, workshops and other specific facilities are available in the Library.

Failure to adhere to any of the above or implied regulations, shall lead to suspension from use of facilities or from the College pending the decision of the Disciplinary Committee / Board of Governors



**KAMUKUNJI TECHNICAL AND VOCATIONAL COLLEGE
P.O.BOX 1626-00600 NAIROBI
MOBILE NUMBER 0110 099 913
Email: info@kamukunjitvc.ac.ke**



KTVC/ADM/F007

STUDENT GUIDE DECLARATION FORM

This is to confirm that I

NAME (in full):
(SURNAME) *OTHER NAME(S)*

ADM NO:

COURSE:

JD NO: _____

am an adult of sound mind and that I have read and clearly understood the guidelines given and fully agree with the content and that I shall, throughout my stay at KAMUKUNJI TVC, abide by all the College's policies and Students' Guidelines. I also agree that the Board of Governors reserve the right to effect whatever changes they may deem fit within KAMUKUNJI TVC.

SIGNATURE: DATE:

Witnessed by (Parent/guardian/sponsor)

NAME (in full):

JD NO.

SIGNATURE: DATE:

For Official use ONLY

Witnessed by (HOD/Deputy HOD/Lecturer)

NAME (in full):

DESIGNATION

SIGNATURE: _____ DATE: _____



CONSENT FOR USE OF IMAGES FORM

Kamukunji Technical and Vocational College ("the Institution", "KAMUKUNJI TVC" or "We") utilizes a wide range of information and materials to enlighten people about the training services we offer. Among such materials is the use of images (still or moving) of people utilizing our services, and or taking part in activities that are associated with the Institution. This may include printed and electronic publications, video, audio, adverts, photo galleries, social media, and any other media we might use to promote the Institution in the future.

We make use of these images for the purpose of promoting and marketing training services and facilities within the Institution.

Please note that on signing this form you are agreeing to the following terms and conditions:

- That without expectation of compensation or any other remuneration, now or in the future, I give my consent to Kamukunji Technical and Vocational College to use my image as described above. The information provided in this form will also be used to show the Institution is compliant with the Data Protection Act, 2019. We will not pass the details recorded on this form on to any other organization, unless legally obligated, without your explicit consent. The contact information which you provide will only be used to reach you about the material you have given the consent for.
- I note that this may include use in print and electronic media, including the website and official social media platforms, and therefore accessible to recipients not within the locality of the Institution. I therefore consent to the collection, use and disclosure of my image, including disclosure to overseas recipients, as outlined. We will take all reasonable measures to prevent unauthorized access. In case of a data breach or unauthorized access, we will promptly notify you and take appropriate steps to remedy the situation.
- I waive any right to approve the finished product(s) or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied. I also waive any right to any compensation in connection with the use of the image.
- I agree to indemnify Kamukunji Technical and Vocational College against all claims, damages, and expenses, including reasonable advocate's fees, arising out of the use of the image, including but not limited to claims for invasion of privacy, defamation, and copyright infringement.
- I have read and understood this form, and consent to the collection, use and disclosure of my image under the above conditions.

N/B: Kindly note that embarrassing or distressing images, or inappropriate content, will not be used.

Name:

ID/Passport No: Phone Number: