LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

P.O. BOX 229 – 50241,
KIPKARREN RIVER.
Tel: 0718120187
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Website: www.lugaridttc.ac.ke

Serial No: _____ Subject Combination: _____

6th June 2020

Name:_____
Sec Sch.:_____ Index No.: _____

DIPLOMA IN EDUCATION COURSE

RE: OFFER OF LETTER OF ADMISSION AND JOINING INSTRUCTIONS

Congratulation. I am pleased to offer you a place at Lugari Diploma Teachers Training College for a three-year Teacher Education 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 _____**(date to be confirmed)** 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) DEADLINE FOR REPORTING

All students to report by **3.00pm**

c) CREDENTIALS AND DOCUMENTS REQUIRED

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

i) a) This letter of admission

b) Your original National Identity Card
c) Your original KCSE certificate/Result slip.
d) Your original school leaving certificate from your KCSE School.
e) Birth certificate.
f) Two certified passport size photographs taken recently (in colour)
Note: **"AND NOT PHOTO ME"**

ii) **Two** certified photocopies of:-
a) National identification card (both sides).
b) KCSE Certificate
c) KCSE School leaving certificate
d) Birth certificate

iii) You are also required to bring the following personal effects:-
a) Adequate decent personal clothing
b) Two pairs of plain bed sheets
c) A blanket and a bed cover
d) 1 pillow and 1 pillow case
e) A bath towel
f) A pair of games shoes and stockings
g) Suitable P.E Clothing for use until you are issued with P.E. kit
h) Adequate pocket money
i) A strong bucket
j) Bathing and washing soaps
k) A spoon, plate and a mug
l) A mosquito net.
m) Toothbrush, enough toothpaste and other personal effects

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

d) **HEALTH REQUIREMENT**

a) Duly completed medical examination certificate signed by a recognized doctor in a public hospital.
b) Female students will be expected to sign the copy of the policy of pregnancy during the training period.
c) The College reserves the right to conduct its own Medical Examination on any student at any time.
d)

e) REQUIREMENTS FOR PERSONAL USE BY STUDENT.

All students should bring the following for personal use:

a) A ream of A4 **JK Copier** photocopy paper.

b) Pens, rulers, pencils, sharpeners, 6 spring files, a ream of fulscaps, eight A4 exercise books (Single ruled) paper per term. Students taking Mathematics should include squared books and one graph book.

c) You are advised bring your own stapler, paper punch, glue and related items for your own use.

Every student should buy the below required textbooks for use.
Please buy books in your two teaching subjects ONLY in a) to g).
You are also to buy books for the compulsory subjects h), i) and j).

a) GEOGRAPHY DEPARTMENT

1. Atlas(Phillips)
2. Physical Geography in Diagram for Africa by R.B. Bunnett
3. Human and Economic Geography by GOH Cheng Leong.

b) HISTORY DEPARTMENT

1. Milestones in History and Government form 3 and 4 by Kivuitu.
2. Evolving World Form 1, 2, 3 and 4 by Kapiyo
3. History and Government Form 3 and 4 KLB.

c) ENGLISH DEPARTMENT

1. Oral Literature by Okumba Miruka
2. Oxford Advanced Leaners Dictionary of Current English (latest edition) by A.S Hornby
3. An anthology of East African Poetry by A.D. Amateshe.
4. English-A prose Course. Hagreaves and Paul Robbins.
5. Poems Course by Hagreaves and Paul Robbins.

Set books

6. A grain of Wheat by Ngugi wa Thiong'o.
7. The Floods by John Ruganda
8. Parched Earth- Elisha Loma
9. The Successor by Francis Imbuga
10. Black Boy by Richard Wright
11. Time and the River by Zee Edgell
12. Dilemma of a Ghost by Ama Ata Aidoo
13. Silas Manner by George Eliot
14. Contemporary African Short Stories by Chinua Achebe et all (Ed)
15. Julius Ceasar bu William Shakespeare

d) C.R.E DEPARTMENT

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

e) MATHEMATICS DEPARTMENT

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

f) BUSINESS STUDIES (Buy any two books)

1. East Africa Economics by Livingstone and Ord.
2. Economics Simplified (Revised and updated) by N.A Saleemi.
3. Business Studies (MacMillan Secondary) by Joseph Indire and Nancy Karanja.
4. Dynamics business studies
5. Secondary business studies
6. Star revision business studies.

g) KISWAHILI DEPARTMENT

1. Mafuta-Katama Mkangi
2. Kiti cha Moyoni na hadithi nyingine- S Mohamed na Ken Walibora
3. Msimu wa Vipepeo-Kyalo Wamitila
4. Kuli- Adam Shaffi
5. Barua Ndefu Kama Hii-Miriam Baa
6. Zilizala-K. Njogu
7. Kivuli Kinaishi - M. Said
8. Posa za Bi. Kisiwa - M. Said/K. Njogu
9. Mfalme Edipode-Samuel Mishi
10. Harusi ya Buldoza na hadithi nyingine - S.A. Mohamed
11. Mtalaa wa Isimu-R. Mgullu
12. Taaluma ya Ushairi – Amata Kemoli/Kitula King'ei
13. Mbinu za Ufundishaji wa Kiswahili by Musau (Vyuo na Shule)

h) EDUCATION DEPARTMENT

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

i) PHYSICAL EDUCATION DEPARTMENT

1. Physical Education , A teachers Guide for Form 1-4(New Syllabus)
2. A copy of "Secondary P.E. Teacher Guide" form 1-4 by K.I.E.
3. Training shoes(sports shoes)
4. At least three different copies of "know the game series(KTG)
5. PTE Physical Education book

j) SUPPORT SUBJECTS

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

c) Library

1) Any book on Library Information

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

d) Computer Studies

1) Flash disc (4GB)

6. PROGRESS IN TRAINING

i. Performance while in training is continuously assessed and monitored. One must attain ***a passing grade*** to keep one's place in the College.

ii. **Important Information on your Course**

In addition to a combination of the two teaching subjects offered, you will be required to study the following compulsory subjects:

iii. **Professional Subjects**

1. Education
2. Physical Education.

iv. **Support Subjects**

1. Environmental Education
2. Communication Skills in English
3. Library Science
4. General Workshop Course
5. Computer Course
6. Guidance and Counseling
7. Entrepreneurship

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

7. ATTENDANCE TO SCHEDULED ACTIVITIES

i. Attendance to all activities scheduled for each class is compulsory. 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. Students are advised to familiarize themselves with the Diploma Education Course guidelines.

8. CODE OF REGULATIONS

You will be issued with a copy of College Guidelines, Rules and Regulations. You will be required to declare your readiness to adhere strictly to all rules and regulations pertaining to students at Lugari Diploma Teachers Training College without exception which you will be issued on admission.

9. SPIRITUAL WELFARE

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

10. CLUBS AND SOCIETIES

Students are expected to be members of at least one and a maximum of three clubs/societies.

11. ACCESS TO THE COLLEGE.

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

Anne A. Esese (Mrs.)
CHIEF PRINCIPAL
LUGARI DIPLOMA TEACHERS TRAINING COLLEGE

APPENDIX A - MEDICAL EXAMINATION FORM

APPENDIX A - 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.	Tuberculosis	Yes/No	Date (Year) _____
ii.	Small Pox	Yes/No	Date(Year) _____
iii.	Polio Myelitis	Yes/No	Date(Year) _____
iv.	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

APPENDIX B - FEES SUBSIDY PAYMENT SCHEDULE FOR 2019/2020

S/N	CLEARANCE ACCOUNTS	KSHS.	FREQUENCY
1	Registration	1,200.00	First year only
2.	Caution Money	200.00	First year only
3	Students Council	600.00	First year only
S/N	VOTE HEADS		
1	Activity	1,000.00	Per year
2	Medicare	800.00	Per year
3	Boarding equipment and stores	20,000.00	Per year
4	Tuition Equipment and stores	3,500.00	Per year
5	Repairs, maintenance and improvements	1,500.00	Per year
6	Electricity, water and conservancy	5,000.00	Per year
7	Local transport and travel	2,500.00	Per year
8	Contingencies	1,000.00	Per year
9	Computer course maintenance	1,500.00	Per year
10	P.E Uniforms	2,500.00	Once
11	Games Equipment	1,000.00	Once
12	Bank clearance	250.00	Once
13	Postage	100.00	Per year
14	Kenya National Examination Fees 1st Installment	10,000.00	Once
15	Rehabilitation	1,000.00	Per year
16	Students Welfare	300.00	Per year
17	Teaching practice administration	Gov't subsidy	Third year
	TOTAL	53,950.00	

Note: A student will be expected to pay **full** first year fees i.e. **Kshs. 53,950/=** on admission. 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

LUGARI DIPLOMA T.T.C.
06 MAY 2019
P O Box 229-50241, KIPKAREN RIVER
Sign:.....

Anne A. Esese (Mrs.)
CHIEF PRINCIPAL
LUGARI DIPLOMA TEACHERS TRAINING COLLEGE