



**MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE
(MMTVC)**

**P.O BOX 577-20500 NAROK
PHONE NO: 0799-213-300/0774-213-300**

E-mail: principalmmtvc@gmail.com/www.mmtvc.ac.ke:



**MMTVC/REG/ADM/09/2021
DATE 30TH AUGUST 2021**

KSCE INDEX NO:

NAME:

RE: OFFER OF ADMISSION AND JOINING INSTRUCTIONS:

Further to your application for admission to Maasai Mara Technical and Vocational College (MMTVC), We are pleased to inform you that your application was successful. You have been offered a place to pursue at MMTVC.

Registration will be carried out on Tuesday **14TH SEPTEMBER, 2021**, between 9.00 a.m. and 2.00 p.m. Lectures will begin on Wednesday, **15TH SEPTEMBER, 2021**, those who will not have reported and registered by **Friday 24TH SEPTEMBER, 2021**, it will be assumed that they are no longer interested in the training program, and therefore will forfeit this offer.

PAYMENT OF FEES: All the fees required for the term (see page 2 for details) must be deposited to **Maasai Mara Technical And Vocational College- A/C NO.1202645658 KENYA COMMERCIAL BANK- NAROK BRANCH OR MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE A/C NO 162985001 TRANSNATIONAL BANK -NAROK BRANCH**

The College does not allow any change of programs mid-stream. See the requirements and other details listed in the Appendices. For any query or clarification visit or contact the Principal Maasai Mara Technical and Vocational College. Tel: **0799213300/ 0774213300. (www.mmtvc.ac.ke)**

We look forward to seeing you join us, and trust that you will have a successful and memorable life here. Please make all efforts to meet the **deadlines** set out in this letter.

Yours Sincerely,

**JOHN M.KILONZO
SENIOR PRINCIPAL**



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FEES PAYMENT

The fees chargeable are in line with current reforms in TVET sector that are aimed at increasing access and equity in TVET training institutions in Kenya. In view of the forgoing reforms, the ministry of education state Department for Vocational and Technical Training has developed the following fees guidelines as from 1st July 2018:

1.

Item No	Fees chargeable	Amount
1	Capitation per student per year (paid by the government)	30,000/=
2	Fees payable by each student per year (to be paid by parent/guardian)	26,420
TOTAL		56,420

NOTE:

1. *Needy students are advised to apply for **HELB LOANS & Bursaries** to clear the tuition fees balance and upkeep*
2. *All fees should be paid by Banker's cheque or cash deposited to the College bank account and the deposit slips submitted to the College Finance office.*
3. *No cash fee payments or personal cheques shall be accepted in the College whatsoever.*

The fee collection account –

A/C NO.1202645658 KCB-NAROK

A/C NO.162985001 TRANSNATIONAL BANK-NAROK

A: MEALS, EXAMINATION FEE AND ACCOMODATION

1. The above fees structure **DOES NOT INCLUDE** Meal, accommodation and external exam.
2. Meals will be served on **pay-as- you- eat** basis in college.
3. The Institution does not pay examination fees for students; however the college administration will advise on the amount to be paid based on the rates of the relevant examination body.(i.e. **either KNEC,KASNEB OR NITA**)
4. It is the responsibility of the parent/guardian/sponsor to pay registration/examination fees for their children and is not included in the fees structure. However the college will make necessary arrangements to register students with the relevant examination bodies upon payment of required fee.
5. The institution has **limited available accommodation** facilities chargeable at **4500** per term and provided on **first come first served basis**.(Students are advised to bring their own beddings)
6. A student should carry an average of Ksh.4500 per month for meals.
7. Caution money Ksh **1000** paid once.
8. Students council Ksh **200** per term per year

B: ALL STUDENTS MUST BRING THE FOLLOWING:

1. Student **MUST** bring a dully filled **MEDICAL REPORT** on admission day
2. Copies of **National ID card & Birth Certificates** and original for verification.
3. Two recent **coloured passport** size photographs showing your full face and NOT from photo me.
4. The copies of **KCSE & KCPE** certificate/result slip and originals for verification.

C: COVID-19 REQUIREMENTS

1. Student must carry **FACE MASK**
2. No sharing of personal items *e.g. Stationeries, laundry items, tools, clothes and beddings*
3. Student **MUST** provide the following **Bio-Data** as required by the **Ministry of Education (M.O.E)**

COVID-19 Protocols, Rules and Regulations:

- i. Contacts/ Phone Numbers of their Parents/Guardian/Care-giver*
- ii. Home address of their Parents/Guardian/Care-giver*



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REQUIREMENTS FOR ENGINEERING COURSES

1. Workshop Practical Requirements: (All Engineering Students)

- i) A gray Textron dust coat or overall
- ii) Safety boots
- iii) Writing stationary (*spring file, pencil, biro pens*)
- iv) Complete electrician toolkit

2. Technical drawing instruments: (All Engineering Students)

- i) Drawing instruments set
- ii) T-Squire
- iii) Set squares **60/30, 45/45**
- iv) Pencils (**HB, 2H, 3H**)
- v) SMP Advanced mathematical tables
- vi) Scientific calculator (*fx82ms*)
- vii) Drawing Board (**Size 8*8**)

3. Workshop Practical Requirements : (Plumbing Students Only)

- i) Hacksaw 1
- ii) Ratchet die stock with dies 1
- iii) Single wheel pipe cutter 1
- iv) Hacksaw Blade (**1packet**)

4. Text books and other requirements

(ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT)

- i) At least 2 books
- ii) Electrical principles by Hughes
- iii) Electrical Technology by T.G Francis
- iv) The Motivates series electrical installation and machines
- v) Engineering mathematics by Stroud
- vi) IEE Regulation fourteenth Edition

NOTE: No sharing of items



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HOSPITALITY AND TOURISM MANAGEMENT DEPARTMENT

ALL PARENTS/GURDIANS WITH STUDENTS DOING **FOOD AND BEVERAGE/CATERING AND ACCOMMODATION COURSES**

REF: PRACTICAL TRAINING REQUIREMENTS

All students undertaking Food and Beverage/Catering and Accommodation course are required to carry out practical's for their technical skills alongside their theory lessons.

In line with the above parents/guardians are requested to facilitate the trainees with the following:

1. Practical fee of shs. **4000/=** per term. Paid once at the beginning of the term in to the college account, A/C **1202645658** KENYA COMMECIAL BANK.
2. Kitchen uniform
3. Restaurant uniform
4. Kitchen set, recipe cards, recipe files, 2 kitchen clothes, a pair of oven gloves, 2 knives



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HOSPITALITY AND TOURISM MANAGEMENT DEPARTMENT
REQUIREMENTS

The following items are required for students undertaking **food and beverage/catering and accommodation**.

NO.	ITEM	QUANTITY
1	Apron (white)	1pc
2	Chef's jacket(white)	1pc
3	Skirt or trouser(black &white checked)	1pc
4	Hat(white)	1pc
5	Neckerchief(red)	1pc
6	Oven gloves	1 pair
7	Kitchen set	1 set
8	Kitchen clothes	3 pcs
9	Low heeled leather shoes	1 pair
10	White dustcoat	1 pair
RESTAURANT UNIFORM		
1	Long sleeved blouse or shirt(white)	1pc
2	Skirt or trouser(black)	1pc
3	Windbreaker(black)	1pc
4	Bow tie(black)	1pc
5	Waiters clothes	3pcs
6	Glass clothes	3pcs
7	Wine opener	1pc
LINENS(damask material)		
1	Table clothes(white)	2pcs
2	Slip clothes(Lime Green)	2pcs
3	Napkins(4 white & 4Lime Green)	8pcs
4	Sideboard liners(white) Cotton	8pcs
5	Recipe cards	1PKT
PRACTICAL FEE		per term
1	Artisan level	4000
2	Craft level	4000
3	Diploma level	4000
KNEC EXAMINATION PRACTICAL FEE		
	Craft	12,000
	Certificate	10,000
	Diploma	10,000

NOTE: No sharing of items

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HOSPITALITY AND TOURISM MANAGEMENT DEPARTMENT

REQUIREMENTS

The following items are required for students undertaking catering and accommodation

NO	ITEM	QUANTITY
1	Navy blue Dust coat(blue)	1pc
2	Navy blue dress with white collar	1pc
3	Trouser black	1pc
4	Shirt blue with white collar	1pc
5	Black low heeled leather shoes	1 pair
	MATERIALS	
1	Cotton	1m
2	Silk	1m
3	Polyester	1m
4	Woollen	1m
5	Viscous cotton	1m

NOTE: No sharing of items



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HOSPITALITY AND TOURISM MANAGEMENT DEPARTMENT

ALL PARENTS/GURDIANS WITH STUDENTS DOING TOURISM
MANAGEMENT/TOUR GUIDING AND TRAVEL OPERATIONS COURSES

REF: FIELDWORK TRAINING REQUIREMENTS

All students undertaking Tourism Management and Tour Guiding and Travel Operations course are required to carry out fieldwork for their technical skills alongside their theory lessons.

In line with the above parents/guardians are requested to facilitate the trainees with the following:

- 1) Fieldwork fee of shs. **5000/=** per term. Paid once at the beginning of the term in to the college account, A/C **1202645658** KENYA COMMERCIAL BANK. The fee will cater for hiking, camping, snorkelling, game and park visits as well as other tourism activities to be undertaken by the student.
- 2) Atlas - Oxford New Concise World Atlas-360⁰ (Secondary school)

APPENDIX II: CREDENTIALS AND OTHER PREREQUISITES:

As you report for registration, you are required to bring the following:

- i) This letter of offer of admission and a copy of the same.
- ii) Copies of **National ID card & Birth Certificates** and original for verification.
- iii) Two recent **coloured passport** size photographs showing your full face and NOT from photo me.
- iv) The copies of **KCSE & KCPE** certificate/result slip and originals for verification.
- v) Copy of the bank deposit slip for all the fees paid for the term.
- vi) Adequate stationery for the term. You are advised to bring one hard cover file for loose notes and box files for individual use.
- vii)
 - a) 2 Blankets, Bed sheets, towels, pillow cases & toiletries (you will be expected to do your own Cleaning).
 - b) A melamine plate, tumbler, a spoon, a fork and a table knife for individual use.

APPENDIX III: ADDITIONAL REQUIREMENTS FOR ENGINEERING DISCIPLINES

- i) A good quality drawing kit inclusive of a mechanical pencil and set square.
- ii) A pair of sturdy boots suitable for use in workshops.
- iii) A grey Textron dust coat.
- iv) Students will provide their own materials for skill development projects during the programmes.
- v) Scientific calculator.

APPENDIX V: REGISTRATION FORM
STUDENT'S PERSONAL INFORMATION

(STRICTLY CONFIDENTIAL)

N.B: INFORMATION SUPPLIED MUST BE TRUE AND COMPLETE: REQUEST HELP IF NEED BE.

SECTION A: (PERSONAL DATA)

1. Surname Other names:
2. ID Card No: Year of Birth: Cell phone No.....
3. Gender: Male [] Female []
4. Home District Home Address: Email:
5. Department: Programme:
6. Parent's/Guardian's Name: Address:..... Cell Phone No:.....
7. Name of Sponsor (if any):
8. Religious Affiliation (Please specify denomination if any):
9. Language you can speak and write:

SECTION B (ACADEMIC BACKGROUND)

1. Secondary Schools Attended:
 - a) Name: District: From: To: ...
 - b) Name District: From: To:
2. Post-Secondary Institutions Attended:
 - a) Name: District: From: To:
 - b) Name..... District: From: To:
3. Highest Certificates obtained: Year:

SECTION D: (GENERAL)

1. Any physical handicap/Special need:
- Specify 2. Any dietary constraints (with doctor's evidence):
.....
3. Co-curricular Activities: Clubs and Societies Membership:
- Games and Sports in which you are proficient:
- Do you now confirm/reconfirm this understanding (Y/N):

CHECK LIST FOR REGISTRATION

Student's College No:(As per adm. Letter)

Surname: (in caps):

Other names:

Programme:

National ID No:

Photograph:

LIST BELOW CERTIFICATES ORIGINAL PRESENTED AND CHECKED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

FOR OFFICIAL USE ONLY

Commuter: () Boarder ()

Others (specify)

REGISTRATION FORMS FILLED AND CHECKED:

<p>HOD</p> <p>The candidate above has been formally registered for the programme indicated. Process as required.</p> <p>STEPHENE SANGIRIAKI - AG. DEPUTY PRINCIPAL</p>
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APPENDIX VI: CODE OF REGULATION

- a) Commitment and abiding to the conditions set out in these joining instructions.
- b) The College treats all students equal unless on very special circumstances that must be recommended by relevant registered professional and approved by the College administration.
- c) Attendance to all schedule tuition and related activities for students is compulsory.
- d) MMTVC is a non-denominational Institution. Lectures are normally conducted from Monday to Friday. Examinations may be scheduled on any day of the week. There will be no exemption from lectures, related activities or examinations on religious, philosophical or cultural grounds.
- e) Students must maintain the required minimum Grade Point Average (GPA) level at all times to continue with their study as per the College Academic Policy. It is the student's responsibility to familiarize themselves with this policy which can be accessed through the Heads of Department and the Library.
- f) Students are required to strictly adhere to all College rules and regulation.

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CERTIFICATE OF MEDICAL EXAMINATION

TO THE CANDIDATE:

PLEASE FILL PART I OF THIS FORM AND HAVE PART II COMPLETED BY A REGISTERED MEDICAL PRACTITIONER. ANY DISHONEST ENTRY WILL DISQUALIFY YOU FROM ADMISSION.

PART ONE:

CANDIDATES’S FULL NAME (BLOCK LETTERS).....

ADMISSION NO:

HAVE YOU EVER BEEN HOSPITALIZED? (YES/NO)

A. IF SO NAME OF HOSPITAL / INSTITUTION

B.DURATION

C.NATURE OF ILLNESS

DATE

CANDIDATE’S SIGNATURE

PART TWO

To The Medical Officer in Charge:

This Candidate is being referred to you for medical examination for Purposes of Possible admission into Maasai Mara Technical & Vocational College (MMTVC). Kindly examine him/her and Send your findings in Confidence to: **The senior Principal,**

Maasai Mara Technical & Vocational College,

Box 577-20500 Narok

Doctor’s remarks:

.....
.....

NAME:

STATION AND ADDRESS: