



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: _____

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 **12th September, 2022 to 14th September, 2022** 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)
 - a) This letter of admission with all areas filled.
 - 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) KCPE certificate
 - e) Birth certificate

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.

d) **HEALTH REQUIREMENTS**

- a) Duly completed Medical Examination certificate signed by a recognized Doctor in a public hospital.
- b) Female students will be expected to sign a 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) Students will be required to wear face masks as directed by Government Health sector from time to time.

e) **STATIONERY REQUIREMENTS FOR USE BY STUDENT.**

All students should bring the following for personal use:

- a) A ream of A4 **JK Copier** photocopy paper.
- b) A smart phone
- c) Pens, rulers, HB pencils, sharpeners, 6 spring files, a ream of fulscaps, eight A4 exercise books (Single ruled). Students taking Mathematics should include squared books and one graph book.
- d) You are advised to bring your own stapler, paper punch, glue and related items for your own use.

f) **COURSE BOOKS**

Every student should buy the below required textbooks for use.

*Please buy books in **your two teaching subjects ONLY** in i) to x).*

You are also to buy books for the compulsory subjects in no. xi.

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

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. 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

iii) **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.

iv) **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

v) **ENGLISH DEPARTMENT**

1. Oral Literature by Okumba Miruka
2. Oxford Advanced Learners' 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. Haggreaves and Paul Robbins.
5. Poems Course by Haggreaves 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 by William Shakespeare

vi) **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)

v) **HOME ECONOMICS**

- a) Mugenda & Mugenda
- b) Principles of Home Management by Julia Kilobu
- c) KLB Home science Form 1, 2, 3 & 4
- d) Needle work tools set
- e) White cotton poplin fabric 2.5metres
- f) Threads - Assorted colours

- vi) **ELECTRICAL TECHNOLOGY**
- a) Advanced Electrical Installation Work 7ED level 3 by Linsley, Routledge.
 - b) Textbook of Electrical Technology by Theraja (Chand)
- vii) **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
- viii) **ISLAMIC RELIGIOUS EDUCATION (IRE)**
- a) Mohammad, the Prophet of Islam by U. Haykal
 - b) Quaraish M. A. - Textbook of Islam Book I
 - c) Quaraish M. A. - Textbook of Islam Book II
 - d) Yussuf AL-Qaradawi - Al Halai Wal Haram Fil Islam
 - e) Essentials of Islamic Studies Bk 1, 2 and 3 by Kheir A. Abdallah and M. A. Ondigo
 - f) Holy Quran, English Translation
 - g) Ulum-ul-Quran by Van denfer
 - h) Salih Muslim and Bullarui vol. 1
- ix) **HINDU RELIGIOUS EDUCATION (HRE)**
- List of required textbooks will be provided on admission*
- x) **INDIGENOUS LANGUAGES**
- a) Teaching Writing to Children in Indigenous Languages: Instructional Practices from Global contexts. By Ari Sherris, Joy Kreeft Peyton
 - b) Vocabulary in Language Teaching (Cambridge Language Education) by Nobert Schmitt
- xi) **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

c) **Library Science**

Any book on Library Information

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

d) **Computer Studies**

Flash disc (4GB)

xii) PROGRESS IN TRAINING

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

ii. Important Information on your Course

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

iii. Professional Compulsory Subjects

1. Education
2. Physical Education.

iv. Support Subjects

1. Life Skills Education
2. Communication Skills
3. Community Service Learning

NOTE:

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

h) 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.

i) 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.

j) 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.

k) CLUBS AND SOCIETIES

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

l) ACCESS TO THE COLLEGE.

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

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. Gonorrhoea 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

APPENDIX B - FEES SUBSIDY PAYMENT SCHEDULE

S/N	CLEARANCE ACCOUNTS	YEAR 1 KSHS.	YEAR 2	YEAR 3	FREQUENCY
1	Registration	1,200.00			1 st year only
2.	Caution Money	200.00			1 st year only
3.	Students Council	600.00			1 st year only
4.	P. E. Uniforms	2,500.00			
5.	Students Welfare	300.00	300.00	300.00	Per year
6.	K.N.E.C	10,000	5,300.00		
7.	KUCCPS placement fee	1,500.00			1 st year only
S/N NON CLEARANCE ACCOUNTS					
1	Activity	1,000.00	1,000.00	1,000.00	Per year
2	Medicare	400.00	400.00	400.00	Per year
3	Boarding equipment and stores	20,000.00	20,000.00	20,000.00	Per year
4	Tuition Equipment and stores	3,500.00	3,500.00	3,500.00	Per year
5	Repairs, maintenance and improvements	1,500.00	1,500.00	1,500.00	Per year
6	Electricity, water and conservancy	2,000.00	2,000.00	2,000.00	Per year
7	Local transport and travel	2,500.00	2,200.00	2,200.00	Per year
8	Contingencies	4,400.00	2,400.00	2,400.00	Per year
9	Computer course maintenance	1,500.00	1,500.00	1,500.00	Per year
10	Games Equipment	1,000.00			1 st year only
11	Bank clearance	250.00			Once
12	Postage	100.00	100.00	100.00	Per year
13	Rehabilitation	1,000.00	1,000.00	1,000.00	Per year
14	Teaching practice administration	Gov't subsidy			Third year
	TOTAL	55,450.00	41,200	35,900	

Note: A student will be expected to pay full first year fees i.e. Ksh 55,450/= 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**



**Anne A. E sese (Mrs.)
THE CHIEF PRINCIPAL
LUGARI DIPLOMA TEACHERS TRAINING COLLEGE.**