

KIPTARAGON

TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 175 - 20152, OLENGURUONE. TEL: 0790 568 732||0797 541 586
Email: kiptaragontvc@gmail.com || info@kiptaragontvc.ac.ke

Our Vision

To be a centre of excellence in Technical and Vocational Education Training (TVET)

Our Mission

To promote and impart Vocational Competencies and entrepreneurial skills for socio-economic and self-reliance



Core Values

- ✓ Integrity
- ✓ Teamwork
- ✓ Transparency & Accountability
- ✓ Innovation & Creativity
- ✓ Health & Safety
- ✓ Quality

SERVICE DELIVERY CHARTER

SERVICE	REQUIREMENT TO OBTAIN SERVICE	COST	TIME LINE
ENQUIRIES			
Handling of inquiries made by; ➤ Person, Telephone, Email	None	Free	Within 40 minutes of visit
Response to correspondence	Receipt of enquiry		Within 7 working days
APPLICATION OF COURSES AND ADMISSION			
Application of courses	KUCCPS admission	Kes. 1500 (Paid to KUCCPS)	-When the KUCCPS portal is open. - Within 1 day
Communication to successful applicants	Proper mailing address		Within 7 working days
Admission & registration	Completed admission letter Originals and copies of: ➤ Result slip/certificate ➤ National ID/Birth Certificate ➤ Leaving certificate ➤ Passport photographs ➤ Payments of required fee for the course	Free	Within same day of reporting
Issuance and replacement College ID Card	➤ Report to registry ➤ Pay required fee	Met Admission requirement Ksh 500/=	Within 1 week
TUITION			
Tuition	➤ Registration ➤ Attendance	Meet admission and progression requirements	As per term dates
ASSESSMENT			
Internal examination	➤ As stipulated in academic policy ➤ Exam card		As per exam schedule
Supplementary exams	➤ Sat for an end stage exam ➤ Academic board recommendation	As per fees structure	As per exam schedule
Special exams	➤ Application to academic board ➤ Academic board recommendation		Within 1 st week of opening
Registration for External exams	Full payment of required fees Originals and copies of relevant documents: ✓ Previous exam Result slip ✓ National ID ✓ Birth Certificate ✓ Digital passport sized photograph	Full Institute fee and examination fee payment	As per exam schedule
CERTIFICATION			
Issuance of transcripts	Passed stage exam		1 month after release of results
Issuance of leaving certificates	Course completion Completed clearance form	Free	Immediately after completion of external exams
Issuance of end of term report forms	Sat all end term exams		Within 1 st week of opening
Issuance of external result slips and certificates	Fee clearance Duly filled clearance form		Within a day
RECEIPTING AND ACCOUNTING			
Receipt of fees and issuing of receipts	Money order, Bankers cheque or Bank deposit slips	Free	One day
INDUSTRIAL ATTACHMENT			
Attachment of students	Full payment of fees Passed stage exams	Free	As per attachment schedule
Assessment of students	Dully processed attachment requirements Communication of attachment placement location		As per attachment schedule
COMPLAINTS MANAGEMENT AND ACCESS TO INFORMATION			
Complaints lodged	Lodged complain		1 day
Review and Appeal Cases	Request for appeal and review	Free	30 days
Access to information	Duly filled application form		7 working days
PROFESSIONAL SERVICES			
IT Consultancy			
Outside catering	Initiate	Contract based	Contract based
Guidance and Counselling			

THE CONSTITUTION OF KENYA

(2) The national values and principles of governance include --

- (a) patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people;
(b) human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized;
(c) good governance, integrity, transparency and accountability; and (d) sustainable development.

THE PRINCIPAL
KIPTARAGON TVC
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A GOOD SERVICE IS NOT A PRIVILEGE, A GOOD SERVICE IS YOUR RIGHT