



THE NYERI NATIONAL POLYTECHNIC

P.O. BOX 465-10100 – NYERI, KENYA
ALONG MUMBI ROAD
TELEPHONE: +254 061-2032330, +254-0724-477 942 FAX: +254 061-
2032852E-mail: nverinp@gmail.com Website: www.thenyeripoly.ac.ke



THE NYERI NATIONAL
POLYTECHNIC

ISO 9001:2015-certified.

JOINING INSTRUCTIONS

GENERAL INFORMATION

1. CO- CURRICULAR ACTIVITIES

The Polytechnic encourages students to fully participate in co-curriculum activities. There are many clubs and societies and all students must belong to one or more clubs and societies provided their meeting times do not coincide. There are also many games and other sporting activities in the Polytechnic. Students are therefore encouraged to participate.

There is an active student's welfare body whose officials are democratically elected. All regular students are members of this body. They play a major role in the students' welfare. The students should respect them as their choice of leaders.

2. COURSE TEXTBOOKS & TOOLS.

The Polytechnic will provide textbooks necessary for your courses through the library services. These books are not enough for all. Students are therefore, requested to bring some textbooks relevant to their courses of study. Some of the textbooks and tools are listed in the enclosed list (as recommended by the respective departments).

3. OTHER TRAINING MATERIALS

(a) Writing materials.

The Polytechnic will not provide writing materials e.g. notebooks, exercise books or foolscaps. Students are requested to purchase enough materials before they report. In addition to the training materials, secretarial students should purchase a ream of A – 4 plain papers (white) for typing.

(b) Games and Sports

Games and sporting activities are seriously taken in the Polytechnic. For effective participation of games, please bring appropriate games uniform and rubber/canvas shoes.

4. OTHER PERSONAL EFFECTS

Those opting for the Polytechnic hostels, will be required to have the following: -

- A mattress 2” wide and 6ft long.
- A pair of bed sheets.
- A pillow and a pillowcase.
- 2 or more blankets (Nyeri can be cold).
- Personal clothes.
- A plate, spoon and a cup
- Laundry and bath soap.
- A lessa (Ladies).

NB: The Polytechnic only provides a bed.

5. PHOTOGRAPHS

Three passports size photographs recently taken should also be brought on admission.

6. MEDICAL CERTIFICATE.

A blank form for medical examination is enclosed. Please bring it on admission **dully filled** by a government doctor, to certify that you are medically fit to be a student.

7. EXAMINATIONS

Whereas the final external examination will be set by the Kenya National Examinations Council/K.A.S.N.E.B. the internal examinations set by the Polytechnic will be taken seriously. Any student performing poorly may be barred from proceeding or altogether discontinued from the course. Referrals are only up to a maximum of ANY TWO subjects; above that, the overall result is fail.

8. POLYTECHNIC RULES AND REGULATIONS

There are basic rules and regulations to be observed by all training students as basis for good routine and harmony necessary for peaceful pursuit of both training and learning. All students are required to familiarize themselves with the same and adhere to them strictly, Failure to which appropriate disciplinary action will be taken.

9. STUDENTS, PARENTS/GUARDIANS RECORD FORM

A blank form for students is enclosed. Please read it thoroughly and fill in the blanks as comprehensively as possible and sign the relevant areas accordingly.

10. When reporting, you should bring **originals of Certificates or Result slip, National Identity Card, Birth Certificate and School-leaving certificates for identification**, to be given back after verification.

11. When reporting, you should Attach Photocopies Of: **KCPE Certificate, KCSE Certificate/Result Slip, ID Card, Leaving Certificate And Birth Certificate.**

12. For effective E-Learning, it is recommended that you get a laptop, smartphone or access to the internet.

NB: The applicant should ensure that he/she has read and understood all the information contained in these instructions.

We look forward to meeting you on the above specified date and wish you a successful stay with us.



Anne N. Mwangi (Mrs.)
CHIEF PRINCIPAL

THE NYERI NATIONAL POLYTECHNIC
NNP/ REG / S T U D E N T, P A R E N T S / G U A R D I A N S
R E C O R D F O R M

(Fill and sign this form before admission)

ADM. No.....

(For office use)

1. Surname _____ Other names _____

2. Date of birth _____ Id/Card No.

_____ Tel.

Age _____

3. KCSE/KACE Index No (Any other-) YEAR.....

4. Results Mean Grade _____ Level _____

5. School attended _____

6. Course admitted to take _____

7. Religion _____ Denomination _____

8. (a) Father's (or Guardians) Name _____

Address _____ Location.....

Tel. No. (If any) _____

Profession _____

(b) Mother's Name _____

Address _____

Profession _____

Home (Permanent Address) _____ Location-----

Tel. No. (If any) _____

(c) Who pays your fees ? _____

Relation _____

9. Number of children in the family _____

_____ Boys and _____ girls, and I am in the

_____ position. Ages from _____ to -----

10. Write names, sister or brother, and where they are, either in school (name the schools) or working, indicate where.

	NAME	Brother/Sister	Place
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

11. Games or athletic race most interested in order of interest

- (a) _____
- (b) _____
- (c) _____
- (d) _____

12. Level of participation of any activity in the previous school.

- (a) National _____
- (b) Provincial _____
- (c) District _____
- (d) Divisional _____
- (e) Locational/Zonal _____
- (f) Inter-house _____

13. Has any riot (strike) taken place in your previous school during your study there? Yes/No

(a) If yes, what were the grievancies?

(b) What part did you play?

14. (a) The information given above is true to the best of my knowledge.

(b) I promise if admitted to work hard and never to participate in any riot or strike that may be organized in the Institute.

(c) I also promise to respect the property of my fellow students, teachers, institute and that of the public for as long as I will stay here as a student.

Signature_____

Date_____

Witnessed

by

Parent/Guardian.....Sign.....

I-----being the parent/guardian of-----
-----commit myself to meet all financial and/or any other obligation as demanded by the
institution.

IDNO-----Sign-----Date

THE NYERI NATIONAL POLYTECHNIC
P.O. BOX 465-10100, TEL: 2032330
NYERI

NNP / REG / CERTIFICATE OF MEDICAL EXAMINATION

1. Name of Candidate

.....

Date of Birth

.....

2. Area to be examined medically

- (i) Vision
- (ii) Hearing
- (iii) Speech
- (iv) Posture
- (v) Physical defects/deformities, if any
- (vi) Symptoms of any infectious disease.
- (vii) Women student

Is the candidate pregnant?

IMPORTANT NOTE:

According to standing Polytechnic regulations, expectant trainees will be discouraged from seeking Polytechnic hostels.

3. **CERTIFICATE**

I, Doctorhas this
date.....examined.....
and found her/him, fit/not fit for training course as a

.....

Signature.....

Designation

Address

.....

Date

(OFFICIAL STAMP OF M.O.H.)

RULES AND REGULATIONS FOR STUDENTS

PREAMBLE

The primary objective of The Nyeri National Polytechnic is to facilitate the development of Skills and Technology among Kenyans. To achieve this primary objective, there is need to have a good training environment devoid of any distracting factors. The Nyeri national polytechnic community would therefore wish to establish an atmosphere of mutual respect, confidence and understanding among its members.

The following rules and regulations have been drawn to enable us achieve the above objectives. It is with this background understanding that all the students of Nyeri National Polytechnic are advised to follow the rules and regulations for their own good.

We submit that The Nyeri National Polytechnic administration and the teaching fraternity will enforce the following rules and regulations fairly and consistently

1. DAILY ROUTINE

All students are required to observe the Polytechnic's daily routine to enhance harmony in the activities. This will be dictated by the prevailing timetable.

2. LECTURES

Attending to lectures is compulsory for all students unless with written permission from the HOD. Any student found having failed to attend lectures will be sent to bring the parent or guardian and served with a warning letter. Any student who does not attend more than 75% of the lectures will not be allowed to sit for the exams. All students are required to report to the Polytechnic on the first day of the term.

3. DAY SCHOLARS

It will not be automatic for a student to secure a place in the boarding section, and the polytechnic administration has the authority to deny a student a place, as it may deem necessary.

4. LEAVE OUT

Students wishing to be away during the week days will be required to get a leave-out from the respective HOD, and report back to the same HOD. Any student, who leaves the polytechnic unofficially, will do so at his/her own risk, and the Polytechnic will not concede to any liability arising thereof.

5. HOSTELS.

The respective hostel occupants will draw up a duty roster for cleaning the hostels.

6. WORKSHOPS & OTHER SPECIAL ROOMS

All students will be required to observe the safety rules and regulations in their respective workshops as issued by the HOD's or the in charge i.e. technician. Any student who breaks or loses a laboratory or a workshop item will be required to replace it immediately and within the same term.

7. BOARDING RULES

(a) Hostel

- (i) No student will be admitted into the boarding before clearing the college fees in full.
- (ii) Students will be assigned specific hostels, rooms and beds, which will have been numbered and registered on admission to the boarding. Students will be required to keep their assigned hostels, rooms and beds. Any student found having

transferred from the assigned position without the authority from the office will be expelled from the hostels.

- (iii) Male students are strictly prohibited to visit female students in the hostels and vice versa. Any student found with a visitor either of the same sex or opposite sex will be expelled from the hostels and suspended from the Polytechnic pending the decision of the B.O.G.

(b) *House Keeping Rules.*

- (i) No furniture meant for specific venues i.e. classes, dining hall, offices, lab or workshops should ever be taken to the hostels. Any student found with misplaced furniture will be suspended for two weeks and expelled from the hostels.
- (ii) It will be the responsibility of the students' to take care of their beds and other hostel furniture. Any student who breaks any of the items will be required to replace or repair. Any intentional breaking will result to expulsion from the hostel and suspension from the polytechnic.
- (iii) Any broken item must be reported to the matron as soon as it is noticed. Failure to report any broken item will result to being charged for replacement or repair.
- (iv) All borrowed items (if any) must be returned in good order. Damaged items will be repaired or replaced by the borrower.
- (v) Electrical systems should not be interfered with and no illegal connection should be done. Any student found with such a connection will be expelled from the hostels (boarding).
- (vi) Cubicles must be kept clean and tidy at all times by the occupants.
- (vii) Students are required to report any problem arising in their hostels to the respective head of hostel (HOH) or the office.

8. DINNING HALL (CATERING) RULES

- (i) The kitchen is out of bound to all students including student leaders.
- (ii) Students are required to strictly adhere to meals timetable. No student has the right to demand for any meal after the official serving time.
- (iii) Special diet within the financial limitations of the Polytechnic will only be served to those with a medical recommendation.
- (iv) Meals must be taken inside the dining hall.
- (v) Students should observe cafeteria system during meal times i.e. **all must queue.**
- (vi) Complaints should be channeled through the student leaders.
- (vii) No other items other than normal cups and plates will be allowed in the dining hall.
- (viii) Use of vulgar or disrespectful language on the kitchen staff or failure to obey dining rules will result to expulsion from the hostels/or dining hall services being withdrawn.

9. POLYTECHNIC COMPOUND

- a. Anti-Social Behaviour like smoking, being drunk and disorderly, being in possession of or consumption of unprescribed drugs is prohibited. Harassment, indecent dressing and any other immoral behaviour will not be tolerated. Drastic measures will be taken according to nature of crime.
- b. All students are required to respect one another, the teaching staff and non-teaching staff, the polytechnic's and other students' property. Those who steal, lose or damage

polytechnic's or other peoples' property will be required to replace them and other disciplinary measures may be taken against them.

10. OUT OF BOUNDS

- (a) The staff-quarters and the staff room are out of bounds to all students.
- (b) Students must use the main gate to access the polytechnic. Use of any other venue will result to disciplinary measures being taken against one i.e. buying a roll of barbed wire.

11. TRIPS

Students will not be permitted to go out of the polytechnic in groups i.e. Clubs or societies without being accompanied by a teacher/patron while on trips. Students on trip will be required to display good behaviour and respect to their lecturers and the people in the places they visit. Misconduct like drunkenness, refusal to take orders from lecturers and deliberate delays will lead to canceling of future trips and other disciplinary measures taken as deemed necessary. Any student who fails to return to the vehicle used for the trip fifteen minutes after the agreed time will be left to come back on his/her own. The polytechnic will therefore not concede to any liability arising thereof.

12. GROSS MISCONDUCT

Any Gross Misconduct e.g. stealing, fighting, incitement or any infamous conduct i.e. rape, and visiting the hostels of the opposite sex will lead to suspension from the polytechnic, pending the decision of the B.O.G.

13. VISITORS

All visitors will be required to register themselves at the gate with the security officer and then seek permission from the office before seeing the student.

14. ENVIRONMENT

Cleaning

Students are encouraged to keep all buildings and surrounding tidy. Keep litter in the prescribed place. .

15. LANGUAGE POLICY

All students are required to communicate in English or Kiswahili while in the Polytechnic to enhance national unity and improve their command of the two languages. However, official communication must be English.

16. LIBRARY

The rules in the library have to be strictly followed to allow efficient services to be offered. The librarian has the authority to withdraw or refuse library services to a student who disregards the library rules and regulations.

17. DISPENSARY/MEDICAL ATTENTION

Any student requiring medical attention is free to seek assistance at the Polytechnic dispensary. The Polytechnic dispensary is open for all students for three days a week i.e. Monday, Wednesday and Friday. Students are advised to make good use of the facilities.

18. POLYTECHNIC ASSEMBLIES

All students will be required to attend assemblies either at Polytechnic, departmental or class level without fails. Any student found absent from assemblies such as are organized by the Principal, Deputy Principal, HOD, Lecturer on duty, Dean of students etc without any valid reason will be construed to have the polytechnic authority and will be liable to disciplinary measures being taken against him/her.

19.

Other rules and/or regulations should be followed as per stipulated in the academic policy or any statutory document.

NOTE:

The above rules and regulations may be revised from time to time without consulting the students. All students are to adhere to all the above rules and regulations, failure to which will lead to punishment commensurate with the magnitude of the offence committed.

This document must be duly filled and submitted by every student joining the polytechnic, having been signed by the parent/guardian/sponsor. One will not be a bona fide student of the polytechnic before filling and submitting this document.

STUDENT’S DECLARATION

I ID No.....

of Course..... agree to abide by all the above rules and regulations in force and any punishment that is prescribed on defiant.

Signature of student.....ID No.....

Name of Parent/Guardian/Sponsor.....

Signature of Parent/Guardian/Sponsor.....

ID No.....

Signature of Principal..... Date.....



HOSPITALITY AND TOURISM DEPARTMENT

ARTISAN IN FOOD AND BEVERAGE (AFB)

LIST OF REQUIREMENTS

KITCHEN UNIFORM

LADIES:

- Checked black & white skirt.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chef's cap
- White apron
- Red chef scarf
- A pair of oven gloves
- 3 dish cloths
- 2 tea towels

MEN:

- Checked black & white trouser.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chefs cap
- White apron
- Red chef scarf
- A pair of oven gloves.
- 3 dish cloths
- 2 tea towels

RESTAURANT UNIFORM

LADIES:

- Black straight skirt.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes
- White dust coat.

MEN:

- Black straight trouser.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes.
- White dust coat.

LINEN TO BE BOUGHT

<u>ITEM</u>	<u>DESCRIPTION</u>
2pcs Damask table cloth	white (60inches*60inches)
2pcs Poplin slip cloth	(36inches*36inches) color specified on the sample to be provided
10 damask table napkins	white (damask) 30cm*30cm
2pcs waiter's cloth	cotton
2pcs glass cloths	cotton
2pcs kitchen cloths	
2pcs yellow dusters	
Tray cloths: 1 rectangle (white) 18inches*12.5inches.	
2 round white jinja (15.5inches)	

BOOKS:

- Theory of catering by David Fosket.
- Practical cookery by David Fosket
- Food & beverage service by Dennis lillicrap
- Food & beverage control by Kotas
- Record cards (ruled) 1 pkt
- Small box file

NB: ALL STUDENTS TAKING HOSPITALITY COURSES SHOULD HAVE A VALID FOOD HANDLERS CERTIFICATE ALWA

**CERTIFICATE IN CATERING TOUR GUIDING OPERATIONS/TOUR GUIDING AND TRAVEL
OPERATIONS/DIPLOMA IN TOURISM MANAGEMENT.**

JOINING REQUIREMENTS

1. Jungle green trouser and shirt “Kaunda suit design” (suiting material)
2. Safari boots
3. Grey socks.
4. Khaki hat.
5. Binoculars.
6. Text books: 1. practice make perfect by
2. Hugo in 3 months by Hugo
7. DVD+R Rewritable Disc (sony)

NOTE: Driving is a course requirement and it’s offered within the institution i.e. BCE at Kshs.13, 450.00

**FOOD & BEVERAGE SECTION
CULINARY ART LEVEL 3 CBET
KITCHEN UNIFORM**

LADIES:

- Checked black & white skirt.
- Double breasted white chef’s jacket.
- Black closed low heeled leather shoe
- White chef’s cap
- White apron
- Red chef scarf
- A pair of oven gloves
- 3 dish cloths
- 2 tea towels

MEN:

- Checked black & white trouser.
- Double breasted white chef’s jacket.
- Black closed low healed leather shoe
- White chefs cap
- White apron
- Red chef scarf
- A pair of oven gloves.
- 3 dish cloths
- 2 tea towels

BOOKS:

- Theory of catering by David Fosket.
- Practical cookery by David Fosket
- Food & beverage service by Dennis lillcrap
- Food & beverage control by Kotas
- Record cards (ruled) 1 pkt
- Small box file

FOOD & BEVERAGE SECTION

CERTIFICATE IN CATERING AND ACCOMODATION LIST OF REQUIREMENTS

KITCHEN UNIFORM

LADIES:

- Checked black & white skirt.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chef's cap
- White apron
- Red chef scarf
- A pair of oven gloves
- 3 dish cloths
- 2 tea towels

MEN:

- Checked black & white trouser.
- Double breasted white chef's jacket.
- Black closed low healed leather shoe
- White chefs cap
- White apron
- Red chef scarf
- A pair of oven gloves.
- 3 dish cloths
- 2 tea towels

RESTAURANT UNIFORM

LADIES:

- Black straight skirt.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes
- White dust coat
- Bow tie

MEN:

- Black straight trouser.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes.
- White dust coat.
- Bow tie

LINEN TO BE BOUGHT

ITEM DESCRIPTION

2pcs Damask table cloth	white (60inches*60inches)
2pcs Poplin slip cloth	(36inches*36inches) color specified on the sample provided
10 damask table napkins	white (damask) 30cm*30cm
2pcs waiter's cloth	cotton
2pcs glass cloths	cotton
2pcs kitchen cloths	
2pcs yellow dusters	
White side board liners (Jinja)- 5 Large: 16inches *32inches	
	6 Small: 16inches *5inches
Tray cloths: 1 rectangle (white) 18inches*12.5inches.	
	2 Round white jinja (15.5inches)

BOOKS:

- Theory of catering by David Fosket. -Exercise books A4 200 pages (ruled) 1 dozen. One book squared
- Practical cookery by David Fosket - Masking tape 3 pieces
- Food & beverage service by Dennis lillicrap -Office pins 1 pkt
- Food & beverage control by Kotas -Felt pens 4 different colours.
- Record cards (ruled) 1 pkt - Pens (blue and black)
- Small box file
- 1 Ream of foolscaps

HOUSEKEEPING UNIFORM(TO BE BOUGHT IN MODULE 2)

LADIES:

- Light blue dress (suiting material)

MEN:

- Light blue shirts (suiting material)

CRAFT CERTIFICATE IN FOOD AND BEVERAGE PRODUCTION, SERVICE AND SALES
(CFB) MODULE 1 LIST OF REQUIREMENTS

KITCHEN UNIFORM

LADIES:

- Checked black & white skirt.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chef's cap
- White apron
- Red chef scarf
- A pair of oven gloves
- 3 dish cloths
- 2 tea towels

MEN:

- Checked black & white trouser.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chefs cap
- White apron
- Red chef scarf
- A pair of oven gloves.
- 3 dish cloths
- 2 tea towels

RESTAURANT UNIFORM TO BE BOUGHT IN MODULE 2

LADIES:

- Black straight skirt.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes
- White dust coat.

MEN:

- Black straight trouser.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes.
- White dust coat.

LINEN TO BE BOUGHT IN MODULE TWO

ITEM DESCRIPTION

2pcs Damask table cloth	white (60inches*60inches)
2pcs Poplin slip cloth	(36inches*36inches) color specified on the sample to be provided after module 1
10 damask table napkins	white (damask) 30cm*30cm
2pcs waiter's cloth	cotton
2pcs glass cloths	cotton
2pcs kitchen cloths	
2pcs yellow dusters	
Tray cloths: 1 rectangle (white) 18inches*12.5inches.	
2 round white jinja (15.5inches)	

BOOKS:

- Theory of catering by David Fosket.
- Practical cookery by David Fosket
- Food & beverage service by Dennis lillicrap
- Food & beverage control by Kotas
- Record cards (ruled) 1 pkt
- Small box file

NB: ALL STUDENTS TAKING HOSPITALITY COURSES SHOULD HAVE A VALID FOOD HANDLERS CERTIFICATE ALWAYS

DIPLOMA IN CATERING AND ACCOMODATION (DCAM)

FOOD & BEVERAGE SECTION

LIST OF REQUIREMENTS

KITCHEN UNIFORM

LADIES:

- Checked black & white skirt.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chef's cap
- White apron
- Red chef scarf
- A pair of oven gloves
- 3 dish cloths
- 2 tea towels

MEN:

- Checked black & white trouser.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chefs cap
- White apron
- Red chef scarf
- A pair of oven gloves.
- 3 dish cloths
- 2 tea towels

RESTAURANT UNIFORM

LADIES:

- Black straight skirt.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes
- White dust coat
- Bow tie

MEN:

- Black straight trouser.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes.
- White dust coat.
- Bow tie

HOUSEKEEPING UNIFORM

LADIES:

- Light blue dress (suiting material)

MEN:

- Light blue shirts (suiting material)

LINEN TO BE BOUGHT

ITEM DESCRIPTION

2pcs Damask table cloth	white (60inches*60inches)
2pcs Poplin slip cloth	(36inches*36inches) color specified on the sample provided
10 damask table napkins	white (damask) 30cm*30cm
2pcs waiter's cloth	cotton
2pcs glass cloths	cotton
2pcs kitchen cloths	
2pcs yellow dusters	
Tray cloths: 1 rectangle (white) 18inches*12.5inches.	
2 round white jinja (15.5inches)	

BOOKS:

- Theory of catering by David Fosket
- Practical cookery by David Fosket
- Food & beverage service by Dennis lillicrap
- Food & beverage control by Kotas
- Record cards (ruled) 1 pkt
- Small box file

NB: ALL STUDENTS TAKING HOSPITALITY COURSES SHOULD HAVE A VALID FOOD HANDLERS CERTIFICATE ALWAYS

DIPLOMA IN FOOD AND BEVERAGE (DFB)

FOOD & BEVERAGE SECTION

LIST OF REQUIREMENTS

KITCHEN UNIFORM

LADIES:

- Checked black & white skirt.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chef's cap
- White apron
- Red chef scarf
- A pair of oven gloves
- 3 dish cloths
- 2 tea towels

MEN:

- Checked black & white trouser.
- Double breasted white chef's jacket.
- Black closed low heeled leather shoe
- White chefs cap
- White apron
- Red chef scarf
- A pair of oven gloves.
- 3 dish cloths
- 2 tea towels

RESTAURANT UNIFORM

LADIES:

- Black straight skirt.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes
- White dust coat.
- Bow Tie (black)

MEN:

- Black straight trouser.
- A three piece black coat.
- Long sleeved white shirt
- Black closed low heeled leather shoes.
- White dust coat.
- Bow Tie(Black)

LINEN TO BE BOUGHT

ITEM	DESCRIPTION
2pcs Damask table cloth	white (60inches*60inches)
2pcs Poplin slip cloth	(36inches*36inches) color specified on the sample provided
10 damask table napkins	white (damask) 30cm*30cm
2pcs waiter's cloth	cotton
2pcs glass cloths	cotton
2pcs kitchen cloths	
2pcs yellow dusters	
Tray cloths: 1 rectangle (white) 18inches*12.5inches.	
2 round white jinja (15.5inches)	

BOOKS:

- Theory of catering by David Fosket.
- Practical cookery by David Fosket
- Food & beverage service by Dennis lillicrap
- Food & beverage control by Kotas
- Record cards (ruled) 1 pkt
- Small box file

NB: ALL STUDENTS TAKING HOSPITALITY COURSES SHOULD HAVE A VALID FOOD HANDLERS CERTIFICATE ALWAYS

FASHION DESIGN & BEAUTY THERAPY DEPARTMENT
DIPLOMA IN FASHION DESIGN & CLOTHING TECHNOLOGY
CERTIFICATE IN FASHION DESIGN & GARMENT MAKING

Tools

1. White Dust Coat
2. Fabric Cutting Scissors
3. Seam Ripper
4. A Set Of French Curves (1/4 Scale)
5. Dress - Makers Pins
6. Tracing Wheel
7. Hand Sewing Needle Set
8. A Dozen of Flat Machine Needle
9. Bobbin Case
10. Nose Mask
11. Industrial Gloves

BOOKS

1. One Ream of Ruled Papers
2. One Ream of Plain Photocopying Papers
3. Five Ruled Exercise Books
4. Two Drawing books
5. Metric pattern cutting for Women
6. Metric pattern cutting for Men
7. Metric pattern cutting for Children
8. Any Book Related To the Clothing

REQUIREMENTS FOR HAIRDRESSING & BEAUTY THERAPY

- 1 AN APRON (royal blue in color with white straps)**
- 2 MAKE- UP KIT ----- I (one)**
- 3 MANICURE SET-----1 (one)**
- 4 SALON TOWELS-----2 (two)**
- 5 SMALL SIZE TOWELS-----2 (two)**
- 6 MAKE -UP BRUSH----- 1(one)**
- 7 TAIL COMB-----1 (one)**

HEALTH SCIENCES

Below are the essential Medical Engineering Course requirements for the new trainees.

1. A complete tool box
2. Dark blue/grey overall/dust coat
3. Text books: i) Principles of electronics by S.Chand and V.K.Mehta.
 - a. ii) Engineering Mathematics 4th edition by John Bird.
4. Draughtsman set
5. T-Square
6. Set squares 45 45 90, 60 60 60
7. Pencils HB,2H,3H, 4H
8. A3 Drawing book
9. Masking Tape
10. Steadler rubber eraser

APPLIED SCIENCES DEPARTMENT

Diploma in Food Technology

Diploma in Analytical Chemistry

Diploma in Applied Biology

Diploma Science Laboratory Technology

The following are the requirements for trainees pursuing the listed courses

- (i) White Lab coat
- (ii) Scientific calculator
- (iii) Drawing set
- (iv) Closed shoes

Kindly make the provision for ease of training.

ENGINEERING COURSES (AUTOMOTIVE, MECHANICAL, ELECTRICAL & ELECTRONICS, BUILDING & CIVIL – Diploma and Certificate Courses)

TECHNICAL DRAWING SECTION

Students taking **Engineering Courses** should carry the following items.

NO.	Item	Quantity
1.	45 Degrees Set Squares (Plastic 20cm)	1
2.	30/60 Degrees Set- Squares (Plastic 20cm)	1
3.	T –Square (Plastic- 90cm)	1
4.	Semi – Circular Protractor (Radius 50mm)	1
5.	Lead Holder (Plastic)	1
6.	Pencils Leads (0.5mm)	12
7.	Geometrical Set(College Std-Staedler Oxford ,Pelican Trade Mark)	1
8.	Good Quality Ruler	1
9.	Quality Eraser	1
10.	Masking Tape (19mm Width)	1-Roll
11.	Portable Drawing Board (for technical drawing)25"x18"	1
12.	Apron/Dust Coat(Navy Blue)	1
13.	Black Leather Boots –For Workshop use	1-Pair
14.	Scientific Calculator (FX 95, 100,115 OR 570)	1
15.	Advanced mathematical table	1

NOTE: ADDITIONAL TOOLS/EQUIPMENTS FOR ELECTRICAL ENGINEERING STUDENTS

1. Electrical circuit Tester
2. Combination pliers
3. Spirit Level
4. Wire stripper
5. Ball pin hammer
6. Soldering iron
7. Flat and Star screw drivers 6mm x 12 inches and 4mm x 6inches.
8. Bending Spring
9. AVO Meter

BUILDING AND CIVIL ENGINEERING DEPARTMENT

BASIC TOOLS MASONRY (NITA)

Bricklayer's trowel
Pointing trowel
Mason's hammer
Mason square (450mm*600mm)
Spirit level 600mm
Plumb bob
Tape measure (5m)
Builder's line
Boaster
Over coat (blue)
Cold chisel
Helmet-white in color
Safety boots
Calculator
Drawing instrument
T-square

REQUIREMENTS PLUMBING LEVEL 3

Pipe wrench 12''-14''
Die stock
Stand vice & tripod
Hacksaw frame & blade
Pliers
Square (450mm*600mm)
Spirit level (600mm)
Oil can
Mason's hammer
Plumb bob
Tape measure 5m
Overcoat (blue)
Drawing instruments
T-square
Calculator
SMP-table
Helmet-white in color
Safety boots

MECHANICAL ENGINEERING DEPARTMENT
CERTIFIED MANUAL ARC WELDER-CBET
REQUIRMENTS

LIST OF PPE

1. Safety boots
2. Clear safety goggles
3. Overall/overcoat
4. Welding hat
5. Ear muff/buds
6. Welding hand gloves

OTHER REQUIREMENTS

450 set squares (plastic 20cm)

300/600 set square (plastic 20cm)

T-square plastic 90cm

Pencils (HB, 2H)

Geometrical set (technical drawing type-Oxford)

Plastic ruler

Quality eraser

Masking tape