

ADMISSION NO:



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
JEREMIAH NYAGAH NATIONAL POLYTECHNIC**
P.O. BOX 1264 - 60100 EMBU. Tel: +254 700 334 477
Email: rwikati@yahoo.com / Web: www.jnti.ac.ke



DATE: _____

LEVEL 6 COURSE ADMISSION

NAME: _____

ADDRESS: _____ PO BOX _____

I am pleased to inform you that you have been selected to join our National Institution to pursue a Post-Secondary Technical Course.

1. Name of Course: HUMAN RESOURCE MANAGEMENT
2. Duration: MINIMUM 6 TERMS
3. Department: BUSINESS AND ENTREPRENEURSHIP

You are required to report to the institute on: _____

REPORTING TIME 10:00 AM and if you will not have reported by then, your place will be filled by someone else.

4. Fees Structure and code of rules and regulations for students are each shown on a separate page.
5. Accommodation: The institution is a **MIXED DAY and BOARDING** Institute
Ladies' hostels are separate from Men's hostels

General requirements for all students:-

1. At least 10 (ten) 200 pages exercise books or enough foolscaps.
2. 4 passport size colored photographs.
3. Original & photocopies of K C S E result slip, KCPE certificate, leaving certificate, Birth certificate and National I.D card.
4. Medical certificate on the form provided.
5. You should be accompanied by your parent or guardian or sponsor.
6. On arrival report to the office of the registrar.

Students wishing to board in our hostels should report with the following:-

1. Beddings- blankets (2), a pair of bed sheets, mattress, bed cover, pillow and pillowcase
2. Enough personal clothes for daily wear.
3. A plate, spoon and a mug.
4. A bucket/basin, Toiletries(Soap, tissue paper, towel etc)
5. Mosquito net.

NB: Accommodation is on first come first served basis.

The institute is located 10 Kilometers from Embu town 2.5 KMS OFF Embu Kiritiri Road.

Looking forward to receiving you on reporting date.



[Handwritten signature]

**SIMON C. KIVUTIH (MR)
CHIEF PRINCIPAL**



MEDICAL FORM

JNNP/QSF/7.1/REG-02

Name of student: _____

This is to certify that the above named student has been examined by a qualified government medical practitioner in the following area:-

1. Chest: _____

2. Eye sight: _____

3. E.N.T: _____

4. Widal Test: _____

5. Urinalysis: _____

6. Stool: _____

7. Any other physical disability: _____

8. Any other comments: _____

I have examined the above student and found him/her/fit/not fit to join this institution.

Hospital stamp: _____

Sign: _____

Date: _____



TELEPHONE NO. 0700334477

RULES AND REGULATIONS

1. A student must obey and respect people in authority.
2. A student is expected to obey and cooperate with the security personnel in the institute.
3. **Smoking and drugs taking is prohibited .Drugs include; Alcoholic drinks, miraa, cigarettes, heroin, cocaine, cannabis sativa (bhang).**
4. Halls of residence are out of bound to a member of opposite sex.
5. A student is expected to live in harmony with others. There should be no fighting or any other forms of disturbances.
6. While outside the institute such as on trips, attachment, visits to other institutions, a student is bound by the institutes rules and regulations.
7. A student who wish to be away from the institute, should obtain a leave out form the master on duty.
8. All student are expected to clean their hall of residence, workshop, classroom and any other are deemed necessary by the authority.
9. A student is expected to respect to respect the institute property and keep it in shape and good condition .Breakages or losses will be replaced individually or collectively.
10. The staffroom and staff houses are out of bound for all students without permission from the authority.
11. Visitors are not allowed in the halls of residence.
12. A student should adhere to institute procedure and protocol and all proper channels of communication.
13. A student must undertake all forms of evaluations undertaken in the institute.
14. A student must abide with the institute accommodation policy and procedure.



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ADDITIONAL REQUIREMENTS FROM THE OFFICE OF THE DEPUTY PRINCIPAL ACADEMICS

1. A photocopy of form4 result slip or certificate certified by a commissioner of oath.
2. A photocopy of the top page of the admission letter.
3. One additional passport size photograph on a white background.
4. Additional copy of birth certificate.
5. Additional copy of national ID.
6. A **YELLOW** spring file (plastic).