

Murang'a Teachers College

SERVICE DELIVERY CHARTER

Vision

A leading centre of excellence in teacher education and human resource development in Kenya.



Mission

To develop competent and adaptable Early Childhood and Primary School teachers through effective and efficient training based on contemporary pedagogical skills and practices.

OUR MANDATE

To train quality Early Childhood and Primary School teachers.

S/NO	SERVICES	REQUIREMENT	OFFICER	TIMELINE
1	Admission of Teacher Trainees	Joining Instructions	Principal	2 Hours
2	Class Attendance	Adherence to Curriculum Designs and Timetable	Teacher Educator	1 Hour
3	Formative Assessments	Coverage of Curriculum Designs	Head of Department	Within Set Deadline
4	Release of School Based Assessment Results	Successful Completion of School Based Assessment Devoid of Malpractices	Dean of Curriculum and College Assessment Officer	21 Days After Assessment
5	Processing of Registration for KNEC DECTE and DPTE Assessment	Birth Certificate, Passport Photograph and KCSE Certificate/Result Slip	Dean of Curriculum and College Assessment Officer	2nd Term after Admission
6.	Release of Practicum Assessment Results	Successful Completion of the Practicum Exercise	Practicum Director	10 Working Days After Practicum
7	Issuance of Leaving Certificate	Clearance Form And College ID Card	Principal and Dean of Students	1 week
8	Issuance of KNEC DECTE/DPTE Certificate	Clearance Form and National ID Card	Administrative Assistant	30 Minutes
9	Payment for Supplied Goods/ Services	Delivery Note and Invoice	Principal, Procurement officer, Store keeper and Bursar	30 Days After Delivery, Subject to Availability of Funds.
10	Issuance of Receipts	Evidence of Payment (Bank Slip)	Bursar/Accounts Clerk	Immediately
11	Issue of Instructional Materials to Teacher Educators	Requisition Form	Dean of Curriculum and Customer Care Officer	1 Week
12	Issue of Materials/ Equipment to Support Staff	Requisition Form	Storekeeper	1 Day
13	Housekeeping Services	Requisition Form	Principal and House-keeper	1 Day
14	Catering Services	Requisition Form	Principal and Cateress	1 Week
15	Clearance of Teacher Educators	Clearance Form	Principal and Heads of Departments/Sections	2 Days
16	Dispensary Services	Teacher Trainees and Emergency Cases of Staff.	College Nurse	15 Minutes
17	Repairs and Maintenance	Requisition Form and Local Service Order	Foreman/Artisan, Procurement Officer and Store keeper	1 Week
18	Library Services	Borrowing Cards and College ID	Librarian	1 Day
19	Security and Surveillance	Teacher Trainees, Staff, Residents, Communication about Visitors and National ID.	Security Officers	Full Time

All services offered in the college are free of charge.

In the event of experiencing difficulties in obtaining services, ask to see the Principal.

All Correspondence should be channeled through:-

THE PRINCIPAL, MURANG'A TEACHERS COLLEGE. P.O BOX 232-01020 KENOL. Tel 0721 323 948. Email: mtckeny@yahoo.com