



MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE (MMTVC)

P.O BOX 577-20500 NAROK

PHONE NO: 0799-213-300/0774-213-300

E-mail: [principalmmtvc@gmail.com](mailto:principalmmtvc@gmail.com)/[www.mmtvc.ac.ke](http://www.mmtvc.ac.ke):



**TRAINEE CLEARANCE FORM**

**(TO BE FILLED IN DUPLICATE)**

DATE: .....

NAME:.....GENDER.....PHONE NUMBER.....

DEPARTMENT.....

H.O.D COMMENT.....

SIGN:.....STAMP.....

| S/NO.     | DEPARTMENTS                               | ITEM LOST | VALUE IN (KSH) | TRAINEE SIGN | H.O.D SIGN & STAMP |
|-----------|-------------------------------------------|-----------|----------------|--------------|--------------------|
| SECTION A |                                           |           |                |              |                    |
| 1.        | OFFICE OF CAREER SERVICES                 |           |                |              |                    |
| 2.        | MECHANICAL ENGINEERING                    |           |                |              |                    |
| 3.        | AUTOMOTIVE ENGINEERING                    |           |                |              |                    |
| 4.        | ELECTRICAL AND ELECTRONIC<br>ENGINEERING  |           |                |              |                    |
| 5.        | BUSINESS STUDIES                          |           |                |              |                    |
| 6.        | LIBERAL STUDIES                           |           |                |              |                    |
| 7.        | COMPUTING AND INFORMATICS                 |           |                |              |                    |
| 8.        | HOSPITALITY & INSTITUTIONAL<br>MANAGEMENT |           |                |              |                    |
| 9.        | BUILDING & CIVIL ENGINEERING              |           |                |              |                    |



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REPUBLIC OF KENYA

## SECTION B

|     |                                     |  |  |  |  |
|-----|-------------------------------------|--|--|--|--|
| 10. | LIBRARY                             |  |  |  |  |
| 11. | SPORTS                              |  |  |  |  |
| 12. | ILO                                 |  |  |  |  |
| 13. | CATERING                            |  |  |  |  |
| 14. | HOUSE KEEPING                       |  |  |  |  |
| 15. | DEANS OF TRAINEES                   |  |  |  |  |
| 16. | REGISTRAR                           |  |  |  |  |
| 17. | DEPUTY PRINCIPAL-ACADEMICS          |  |  |  |  |
| 18. | DEPUTY PRINCIPAL-<br>ADMINISTRATION |  |  |  |  |
| 19. | FINANCE OFFICER                     |  |  |  |  |

- THIS FORM MUST BE FILLED BY ANY TRAINEE WHO IS LEAVING COLLEGE.
- THIS FORM MUST BE RETURNED TO THE COLLEGE FINANCE OFFICER FOR FINAL CLEARANCE.
- ANY AMOUNT OWED TO THE COLLEGE MUST BE PAID BEFORE FINAL CLEARANCE