



MINISTRY OF EDUCATION
MUKIRIA TECHNICAL TRAINING INSTITUTE
PO BOX 1093 – 60200, MERU
MAIL: mukiriatechnical@gmail.com
WEBSITE: www.mukiriatechnical.ac.ke
TEL: +254 716674848

**LETTER OF ADMISSION**

NAME: FOLIO:

COURSE: DURATION:

ADDRESS:

RE: INVITATION TO PURSUE A COURSE AT MUKIRIA TECHNICAL TRAINING INSTITUTE

I am pleased to inform that you have been offered a vacancy to pursue the course indicated above.

You should report at the Institute between **8.00 a.m.** and **2.00 p.m.** on.....**FEES STRUCTURE**

COURSE	TERM 1/SEMESTER 1	OTHER TERMS/SEMESTERS
Diploma in Business Courses	17,000/-	14,000/-
Certificate in Business Courses	17,000/-	14,000/-
Diploma and Certificate in Technical Courses	19,000/-	16,000/-
Food & Beverage Management Diploma and Certificate	19,000/-	16,000/-
NAVCET Course – Food Processing	19,000/-	16,000/-
Hair Dressing & Beauty Therapy	19,000/-	16,000/-

1. Fees once paid not refundable
2. Personal cheques or cash are not acceptable
3. Bank commission for upcountry cheques is Kshs 150/-
4. School fees is payable through bankers cheque, money order or direct deposit to COOPERATIVE BANK-MERU BRANCH A/C NO. 01129021590500
5. Attachment fee of Kshs. 1,500/- is charged during the term preceding attachment.
6. Ensure that name and ID No. of the student is written at the back of the cheque.
7. Hostels available at Kshs.2,000 per term. STUDENTS TO PROVIDE THEIR OWN BEDDINGS AND MEALS

ALL NEWLY ADMITTED STUDENTS WILL PAY AN ADDITIONAL FEE OF -

A: Registration Fee	300/-
B: Student Id Card	200/-
C: Caution Money	500/-
D: Insurance	600/-
E Library	300/-
Total	1,900/-

LOCATION

The institute is situated 9 km along Meru - Nairobi highway after Meru Central District Head quarters and 7 kms from Nkubu towards Meru town.

Please find attached joining instructions. WELCOME TO MUKIRIA TECHNICAL TRAINING INSTITUTE.



DAVID M. MWANGI
PRINCIPAL



MUKIRA TECHNICAL TRAINING
INSTITUTE
PO BOX 1093 – 60200, MERU
Email:
mukiratechnical@gmail.com

MINISTRY OF EDUCATION
SCIENCE AND TECHNOLOGY
P.O. BOX 9583 – 00200
NAIROBI

THE M.O.H

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THE PRINCIPAL
Mukiria Technical Training Institute
PO BOX 698 – 60200,
MERU.

MEDICAL CERTIFICATE OF FITNESS

This is to certify that..... (Students name) invited to take
..... (Course) in your institute has been checked on the fitness thus:-

1.	Eyes and Vision Unaided Right - Left Aided Right - Left Colour blind Visual field	
2.	Nose and Throat Is nasal breathing habitual? Adenoids?	
3.	Ears Hear voice - Right - Left	
4.	Mouth and teeth	
5.	Glands in the neck.	
6.	Check Heart, lungs with special reference to any tubercular tendencies	
7.	Spinal column	
8.	Urine Stool	
9.	Spleen liver Piles and varicose veins	
10.	Any other weakness defects or disease e.g. cholera or other nervous disorder. Venereal disease or rheumatic tendency.	
11.	If one is desirable in any special direction Please give particulars (general observations)	
12.	Pregnancy	

SIGNATURE & RUBBER STAMP OF REGISTERED MEDICAL PRACTITIONER

ADDRESS

.....

.....

DATE:

This form **MUST** be complete by a registered doctor. Payment for the examination is the sole responsibility of the applicant.

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MINISTRY OF HIGHER EDUCATION
 SCIENCE AND TECHNOLOGY
 P.O. BOX 9583 – 00200
 NAIROBI

**STUDENTS APPRAISAL FORM
 PERSONAL DATA**

Name:.....ID No:.....Tel:.....

Date of Birth.....Province.....

County.....Constituency.....

Location.....Nearest Police Station.....

Sub-location.....Village/Estate.....

(a)Marital Status.....

(b)Name and address of spouse (if married).....

Father’s Name.....ID No:.....

Deceased or Alive.....Occupation.....

Address.....Tel:.....

Mother’s Name.....ID No:.....

Deceased or Alive.....Occupation.....

Address.....Tel:.....

Name(s) of brother(s), sister(s). State whether working or in school/college.

Name.....working/college/school.....

Name.....working/college/school.....

Name.....working/college/school.....

Guarantee to pay fees (if not parents, state relationship and occupation)

Name.....Relationship.....Occupation.....

Address.....

Tel.....Signature.....

Give names and address of two persons who can be contacted in case of emergency.

	Name	Relationship	Address	Tel Number
1.
2.
3.

8. Any other institution(s) attended and qualifications attained.....

9. Which games/sports are you interested in?

10. Which clubs/societies are you interest in?.....

11. Do you suffer from any impairment? If so give details.....

12. Please given any information you think is useful for you to communicate to the college.

13. The parent/guardian/sponsor will offset the expenses incurred upon admission in any hospital.

DECLARATION

I,ID No:declare that I will undertake to abide with the regulations governing the institution, conduct and discipline of the students at Mukiria Technical Training Institute.

Signed:.....**Date:**.....

Witnessed Parent/Guardian:**Date:**.....

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REQUIREMENTS ON ADMISSION

A. Admission Requirements

1. Original and copies of KCSE certificate/results slip.
2. Original and copy of leaving Certificate (O level)
3. Original and copy of birth certificate.
4. 3 recently taken passport size photographs.
5. Listed text books.
6. Original and copy of National Identity card.
7. Enough writing materials.

B. Institute rules and regulations

The institute rules and regulations must be adhered to. A copy of the same will be issued on admission.

C. Personal data

The attached personal data sheet must be completed on admission.

D. Medical Certificate

The enclosed Medical Certificate must be completed, signed and stamped by a government Medical Officer.

E. Diet

The institute does not offer a special diet.

REQUIREMENT FOR TRAINEES IN FOOD AND BEVERAGES COURSES

1. *Diploma Food and Beverage*

a) *Stationery*

2 reams foolscaps , 1 box carbon papers manila papers ,1/2 dozen coloured pens, 1 packet office pins, 2 packets recipe cards (large size) scientific calculator, pens, pencils, ruler and erasers

b) *Two uniforms* (i) for production

Chefs jacket, apron(white) neckers tie (red) checked trousers (gents) , checked skirt (ladies), chief's hat(white) 2 dish cloths, 2 table wipers, 1 pair black shoes(low closed and polishable)

ii) *For service*

white long sleeved shirt, bow(black) skirt (ladies) black trouser (gents), sky blue apron black sleeveless sweater, 2 service cloths , 1 cockscrew and 1 opener.

iii) *Text books*

practical cookery by kinton ceseran , theory of catering by fosket, ceserani, food science and nutrition, food and beverage service by lillicrap , food and beverage management, basic restaurant service.

2. **Certificate in Food and Beverage Module 1**

a) *Stationery*

2 reams foolscap, 1 box carbon papers, 1 dozen coloured pens, 1 packet office pins , 2 packets recipe cards (large size), pens, pencils ruler erasers and scientific calculator

b) *Uniform*

Chef's jacket, apron (white) Necker's tie (red) checked trouser (gents) , checked skirts (ladies)

c) *Textbooks*

Practical cookery by caseran and kinton theory of catering newest edition), food science and nutrition

COURSE REQUIREMENTS FOR ELECTRICAL ADMISSION**1. DIPLOMA IN ELECTRICAL AND ELECTRONICS ENGINEERING (POWER OPTION)**

- i. Overall (dark blue in colour) of dust coat(dark blue in colour)
- ii. Screwdrivers (star and flat)
- iii. Masonry fit
- iv. Spirit level
- v. T-square
- vi. Drawing set
- vii. Set squares (30%/45%/60%)
- viii. Drawing pencils (HB,2HB, 2H and 3HB)
- ix. Scientific calculator (HB,2HB,2H and 3HB)
- x. SMP mathematical table
- xi. Phase tester
- xii. Pliers
- xiii. Stationeries(exercises books and pens)
- xiv. Textbooks (Engineering mathematics by KA Stroud fourth edition) (basic electrical and electronics engineering principles by Mehta

2. CRAFT CERTIFICATE IN ELECTRICAL AND ELECTRONICS TECHNOLOGY

- i. Overall (dark blue in colour) of dust coat(dark blue in colour)
 - ii. Screwdrivers (star and flat)
 - iii. Masonry fit
 - iv. Spirit level
 - v. T-square
 - vi. Drawing set
 - vii. SMP mathematical table
 - viii. Scientific calculator (HB,2HB,2H and 3HB)
 - ix. Phase tester
 - x. Pliers
 - xi. Bending spring
 - xii. Strong industrial boots(black in colour)
 - xiii. Stationeries (exercise books and pens)
 - xiv. Set squares (30%/45%/60%)
 - xv. Drawing pencils(HB,2H,2HBand 3HB)
- Textbooks (engineering mathematics by K.A stroud fourth edition,
basic electrical and electronics engineering principles by U.K Mehta
and Rohit Mehta)

REQUIREMENTS IN BUSINESS DEPARTMENT

- i. Scientific calculator fx 82
- ii. Exercise books
- iii. Banking and finance – Textbooks for
 - Lending
 - investment
 - accountancy
- iv. Modular courses to bring a text book on accounting –frank hood latest edition
- V. Elements of law by salemi

REQUIREMENTS FOR BUILDING DEPARTMENT (DQS, DBT, DLS & DCE)

- i. Drawing set
- ii. 2H, HB and 3H staedler pencils
- iii. Set squares 30°/60°, 45°/45°
- iv. Scientific calculator
- v. SMP Table
- vi. Scale rules (scales 1:1-1:200 for engineering students
- vii. Scale rules 1:200 -1:2500 for land surveying
- viii. Dust coat (dark blue)
- ix. Engineering mathematics 7th edition (by straud)
- x. Strength of material (by Rs khurmi)
- xi. Motivate in plumbing 1st, 2nd 3rd and 4th edition

FASHION AND DESIGN REQUIREMENT

1. Tape measure
2. French curves
3. Tracing wheel
4. Pencils H.B,2H
5. Metric pattern cutting by Aldrich. Winfred
 - Ladies
 - Men
 - Children
6. Writing materials
7. Drawing book