

STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING MUKIRIA TECHNICAL TRAINING INSTITUTE

P O. BOX 1093-60200, MERU

TEL NO: 0716674848

Email: info@mukiriatechnical.ac.keWebsite: www.mukiriatechnical.ac.ke

ADMISSION LETTER

Name: _____

Reg. No: _____

Phone No: _____

Course: _____

Level: _____

RE: ADMISSION TO THE INSTITUTE (JANUARY/MAY/SEPTEMBER INTAKE)

On behalf of the Board of Governors of Mukiria Technical Training Institute, I am pleased to inform you that you have been offered admission to pursue _____ starting on _____ for _____ terms/months/session.

This offer is made on the basis of the statement of your qualification as presented by KNEC and is subject to verification by the institute at the time of reporting and your acceptance to pay the required fees and your agreement to adhere to the rules and regulations governing the conduct and discipline of trainees at Mukiria Technical Training Institute.

The institute fees is payable to **Co-operative Bank Meru Branch Account No. 01129021590500**. Hostels are available at Kshs. 3,000 per Term (Optional). Mukiria Technical Training Institute has no accommodation facilities. However, there are affordable private hostels within the neighborhood of the institute where trainees can make their own accommodation arrangements.

Please bring the following during admission:

- ❖ The admission letter
- ❖ KCPE and KCSE academic certificates (original and photocopy)
- ❖ National ID card (original and photocopy)
- ❖ Birth certificate (original and photocopy)
- ❖ Two recently taken passport size photograph (coloured)
- ❖ A ream of printing papers

May I take this opportunity to congratulate you on your admission to the institute and wish you success in your academic pursuit.

Yours sincerely,

PRINCIPAL
MUKIRIA TECHNICAL TRAINING INSTITUTE
P.O. Box 1093 - 60200,
MERU

MICHAEL MAINA

PRINCIPAL/BOG SECRETARY

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PERSONAL DATA SHEET (To be duly completed and submitted on admission)

1.1 FULL NAME		1.2 ID CARD NO.	
1.3 D.O.B	1.4 COUNTY	1.5 CONSTITUENCY	1.6 SUB-COUNTY
1.7 RELIGION		1.8 CITIZENSHIP	
2.0 PARENTS PARTICULARS		2.1 PARENTS FULL NAMES	
2.2 PARENTS OCCUPATION		2.3 PARENTS PHONE CONTACT	
FATHER			
MOTHER			
3. ASSISTANT CHIEF		4. CHIEF	
CONTACT		CONTACT	
5. PERMANENT HOME ADDRESS			
6. GUARDIAN NAME		CONTACT	
7.1 MARRIED YES OR NO?		CONTACT	
7.2 IF YES STATE THE NAME AND CONTACT OF SPOUSE			
YES	NO	NAME	CONTACT
8. Who Is Responsible for Paying Your Fees and Other Expenses While You Undertake Your Course at MTTI?			
NAME		RELATIONSHIP	ADDRESS
9. CO-CURRICULAR ACTIVITIES OF YOUR INTEREST:			
10. Do You Suffer from Any Chronic Ailment? If Yes State the Ailment			
YES	NO	TYPE OF AILMENT IF YES	
11. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE BY A COURT OF LAW? IF YES STATE THE NATURE OF OFFENCE			
YES	NO		
12.1 SCHOOLS ATTENDED: PRIMARY			
NAME OF SCHOOL	PERIOD	NAME OF SCHOOL	PERIOD
K.C.P.E INDEX NO.			
12.2 SCHOOLS ATTENDED: SECONDARY			
NAME OF SCHOOL	PERIOD	EXAMINATION YEAR	INDEX NUMBER
NAME OF SCHOOL	PERIOD	MEAN GRADE	
13. SUBJECTS TAKEN IN THE LAST EXAMINATION AND GRADES			
SUBJECT	GRADE	SUBJECT	GRADE
a.		e.	
b.		f.	
c.		g.	
d.		h.	
15. COURSES APPLIED FOR:			
I DO UNDERTAKE TO BE LOYAL TO THE PRINCIPAL AND ALL STAFF OF MTTI, TO OBEY ALL RULES AND REGULATIONS OF THE INSTITUTE AND TO PURSUE MY COURSE DILIGENTLY THROUGHOUT MY PERIOD OF STUDY AT MTTI FOR MY BENEFIT			SIGNATURE
I certify that all the information given in this form is true and correct to the best of my ability and belief			



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MEDICAL FORM

The enclosed medical form must be completed and signed by a Government or any other recognized Medical officer of Health and submitted on admission.

Name of Student..... Course

County.....

1.	<i>Eyes and Vision</i>	
2.	<i>Nose and Throat</i>	
3.	<i>Hearing</i>	
4.	<i>Mouth and Teeth</i>	
5.	<i>Glands in the Neck</i>	
6.	<i>Chest, Heart, Lungs. Or any Tuberculosis history</i>	
7.	<i>Spinal Column</i>	
8.	<i>Urine, Stool</i>	
9.	<i>Spleen, Liver and Varicose Veins</i>	
10.	<i>Any other Weakness</i>	
11.	<i>General Observations</i>	

NAME AND RUBBER STAMP OF A REGISTERED MEDICAL PRACTITIONER

NAME..... ADDRESS.....

DATE..... SIGNATURE.....

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FEE STRUCTURE

APPROVED TVET CHARGES PER YEAR UNDER NEW FINANCING MODEL

S.NO	VOTE HEAD	AMOUNT(KSH)
TERM I		
1	Activity	2,400.00
2	Electricity, Water & Conservancy	1,870.00
3	L.T&T	2,100.00
4	Personal Emoluments	5,250.00
5	R.M.I	2,000.00
6	Tuition	20,600.00
	Session sub total	34,220.00
TERM II		
1	Activity	2,400.00
2	Electricity, Water & Conservancy	2,100.00
3	L.T&T	2,100.00
4	Personal Emoluments	5,250.00
5	R.M.I	2,000.00
6	Tuition	19,119.00
	Session sub total	32,969.00
	TOTAL	67,189.00

(Kenya shillings sixty-seven thousand, one hundred and eighty nine only)

Note:

The fee is payable once or in installments and does not include the following:

- Registration fee Ksh. 300 (*payable once*)
- Student ID card Ksh. 200 (*payable on new registration*)
- KUCCPS registration fee Ksh. 1,500 (*payable once*)
- Student welfare Ksh. 400 (*per academic year*)

All payments must be deposited to **Mukiria Technical Training Institute** collection account;

01129021590500

Co-operative bank-Meru town

The banking slip to be submitted to the accounts office for receipting.

CASH PAYMENTS SHALL NOT BE ACCEPTED

Trainees can also apply for **Government Scholarship, HELB Loan and Bursary** to assist them clear the balance.



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REQUIREMENTS PER DEPARTMENT

FASHION DESIGN			
1	A pair of Scissors	12	Cutting shears
2	Tape measure (inches and cm)	13	Hand needles
3	HB pencils (staedtler tradition)	14	Dressmaker pins (3 packets)
4	Dust coat, sky blue	15	Embroidery ring – Level 4
5	Low-healed black shoes (leather)	16	Bobbin and Bobbin case
6	Hip curve (plastic)		(a) for heavy duty (electric machine)
7	Drawing books (2 pieces)		(b) for treadle machine
8	Rubber gloves	17	A packet of tailor chalk enough assorted colors
9	Low-heeled shoes	18	Dress maker's pins
10	Tracing wheel	19	T-square
11	Seam ripper	20	Machine needles (1 packet) 118/10
		21	Box files 3
HAIR DRESSING AND BEAUTY THERAPY REQUIREMENTS			
A. HAIR DRESSING			
1	Afro Comb 1Pcs	11	Face towel (small size) 2Pcs
2	Jelly Comb 1Pcs	12	Scissors 1pair
3	Dummy 1Pcs	13	Braids (6 short & 6 long) 12Pcs
4	Apron 1Pcs	14	Blow-dry (hard held drier) 1pcs
5	Needle 1Pcs	15	Mixing bowl 1Pcs
6	Weave thread 1Pcs	16	Hair food 500g 1Pcs
7	Braiding Comb 1Pcs	17	Brazilian wool (black) 3Pcs Large
8	Blow-dry Comb (wooden big & small) 1Pcs	18	Hair treatment steaming 500g
9	Towels salon size (blue) 4Pcs		
10	Hair treatment live in type		





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ELECTRICAL & ELECTRONICS

1	Set squares 60°, 30°, 45° - ALL	12	Spring File - ALL
2	Engineering drawing set - ALL	13	Technician Hammer - ALL
3	Dust coat/overall (navy blue) - ALL	14	Electrician/Technician knife - ALL
4	Industrial/ safety boots - ALL	15	Digital Multimeter - ALL
5	Set of Screw drivers (Star & Flat) - ALL	16	Safety Helmet (blue) – Level 6
6	Pair of Pliers - ALL	17	Set of spanner (No 8, 10, 12) - Level 6
7	Phase tester - ALL	18	Set of Allan keys - Level 6
8	Mathematical SMP table - ALL	19	Protective goggles - Level 6
9	T-Square - ALL	20	Side cutter - Level 6
10	Bending Spring - ALL	21	Claw hammer (small size) – Level 4 and 5
11	FX-82MS electronic calculator - ALL		

AGRICULTURE

1	Overall/ dustcoat. (Green in color)
2	Scientific calculator
3	Safety boots/ at least leather shoes
4	Stationery materials (2 spring files, exercise books, 1 real ream of foolscaps, HB pencils, eraser)
5	Gumboots

MECHANICAL & AUTOMOTIVE

1	Industrial Safety boots - ALL	12	Standard screw drivers (flat and star) – Automotive Technician
2	Overall (Navy blue/Grey) - ALL	13	Set of combined spanners (chrome vanadium) 8 to 22 or Toolbox - Automotive Technician
3	Drawing instruments T-square - ALL	14	Pliers – Welding & Fabrication
4	Pencils (staedtler)....1) – HB 2) – 2H - ALL	15	Welding Goggles – Welding & Fabrication
5	Set Square pair (60°/30° & 45°/45°) - ALL	16	Leather Gloves - Welding & Fabrication
6	360° Circular Protractor (15 diameter) - ALL	17	Masking Tape – ALL
7	Engineering/Technical Drawing Set - ALL	18	Mathematical SMP table – Level 5 & 6
8	Eraser (staedtler) - ALL	19	Safety Helmet (Yellow) – ALL
9	Set of French Curves - ALL	20	Spring file – ALL
10	Tape measure (5m) – Welding & Fabrication		
11	Scientific calculator (fx82) - ALL		

COMPUTING AND INFORMATICS

1	Scientific Calculator
2	Computer Screwdrivers tool set
3	Digital Multimeter



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RULES AND REGULATIONS

**ALL TRAINEES MUST OBSERVE THESE RULES AND REGULATIONS STRICTLY.
FAILURE TO DO SO, WILL LEAD TO DISPLINARY ACTION AGAINST THEM.**

1. Academic excellence.

All trainees are expected to work hard for academic excellence. Proper time management will be expected.

2. Punctuality.

Strictly keep the time laid down for all the activities and observe the daily programs.

3. Class attendance.

All trainees must attend all classes for their courses as indicated in the timetable. In case of any need to be absent, permission should be sought from the Teacher on Duty, or the Head of Department or class teacher.

4. Assemblies.

The institute shall conduct assemblies. The timing shall be communicated to all trainees through an internal memorandum. All trainees must attend.

5. Cleanliness.

- a. All trainees must maintain high degree of personal hygiene and be decently dressed, **CAPS** and **MUFFINS** are not allowed.
- b. Shaggy hair, long un-kept hair, coloured hair and dreadlocks for men is prohibited in the Institute.
- c. Writing on walls, lecture chairs, tables and drawing boards is not allowed.
- d. Toilets should be used carefully and kept clean, staff washrooms are out of bound for trainees.
- e. Do not litter the compound.

6. Alcohol and Drug Abuse.

Being drunk, bringing alcohol in the institute, taking any form of drug, smoking cigarettes and chewing Miraa is forbidden. Such offences will receive appropriate punishment which may include expulsion.

NB/ - smoking of cigarettes is not allowed in (Institution/Hostels)

- Smoking and consumption of alcohol/drugs is harmful to your health.

7. Security

- a. All trainees must use their valid Institute ID cards when leaving or entering the Institute compound
- b. All trainees must submit to security checkups at the main gate or as may be necessary
- c. No weapon or inflammable materials are allowed into the Institute
- d. Any form of threat is prohibited and shall deal with according to the Laws of the land.

8. Examination

- a. The institute will subject bonafide trainees (registered trainees) to internal and external examinations.
- b. A trainee who is referred in one or two subjects in internal exams will be allowed to sit for supplementary examination(s) in the affected subject(s).
- c. A Trainee who fails to sit for scheduled Supplementary / Special examination without genuine reasons shall be treated as an academic indiscipline case and shall be subjected to academic policy.

9. Sickness

Any trainee who falls sick must report to the dispensary for treatment or any other necessary action as advised.

10. Care of property

- a. Trainees are required to take care of institute property and that of the other trainee. Any loss or damage should be reported immediately to the relevant authority/office
- b. Electricity and water taps should be put off/turned off when not needed.
- c. There should be no interference with electrical installation systems and electrical equipment & gadgets.

Any trainee violating the above rules will-

1. Pay twice the cost of appliance or fitting interfered with or materials destroyed and cost of fixing the same.
2. Be held totally responsible for any damage, loss or injuries caused by the irresponsible act.

11. Co-curricular activities

Trainees are expected to participate in co-curricular activities. No trainee with indiscipline record will be allowed to participate in co-curricular activities.

12. Theft.

Trainees found stealing the institute's or other trainees property will be considered as security risk and punishment may include expulsion from the institute.

13. Suspension.

- i. Once a trainee is suspended he/she will be required to be physically out of the institute.
- ii. Violation of this rule, by illegal appearance the institute will warrant further disciplinary action.
- iii. On coming back from suspension the trainee must report with a parent/Guardian. Such a trainee will be required to sign a declaration of good conduct before readmission.

14. Fighting

Fighting is prohibited. Cases of fighting will be dealt with firmly and punishment shall be suspension / expulsion.

NB/ fighting is a criminal offence and may involve the police.

15. Official trips.

Once a trainee has been allowed to go on an official trip, he/she should not leave the rest without permission from the teacher in charge. When on an official trips the institute rules and regulations still prevail including observing time.

NB / any trainee who disappears will be responsible for their journey back and face disciplinary action.

16. Discontinuation from Course

This may be due to:

- (a). voluntary discontinuation
- (b). Expulsion
- (C). Cheating or giving false details during admission
- (d). Indiscipline or gross misconduct
- (f). Failure to register for KNEC exams at the expected series can result to either:
 - i) Leave the Institution, or
 - ii) Wait for one academic year to register the exams.
- (g). Failure to sit for supplementary exams
- (h). Truancy

17. Trainees Pregnancy

Trainees pregnancy is not allowed in the Institute, incase found pregnant the trainee will be allowed to proceed for maternity leave immediately.

18. Trainees are expected to observe workshop and safety rules always and protective gears.

19. General

All trainees are expected to:-

- a. Show respect and co-operation to authority
 - b. Carry out duties and communal work as assigned out to them as directed from time to time.
 - c. Resist from carrying any type of weapon within the institute.
 - d. Avoid using mobile phones in class
 - e. Carry yourself in a disciplined manner within and around the institute.
 - f. Avoid idling around the gate
 - g. Avoid watching TV during class time
 - h. Avoid causing public disturbance within the Institute
 - i. Any violation disqualifies a trainee for vying for trainee leadership.
- N/B: Any form of immorality is forbidden

Declaration

I have read and understood the institute rules and regulations and I declare that I shall them.

TRAINEE NAME:.....ADM NO:.....CLASS:.....SIGN:.....

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 MERU



MICHAEL MAINA
PRINCIPAL/SECRETARY B.O.G