



**MURANG'A TECHNICAL TRAINING INSTITUTE**  
**P O BOX 27-10205 MARAGUA**  
**TEL: 0748108000**  
**E-mail: [murangatti@gmail.com](mailto:murangatti@gmail.com)**  
**ADMISSION LETTER**



**For Official Use Only**

<b>DATE:</b> .....
<b>ADM NO:</b> .....

**SURNAME:** ..... **OTHER NAMES:**.....

**POSTAL ADDRESS:** .....

**YEAR OF ADMISSION:** ..... **I.D CARD NO:** .....

**COURSE:** .....

**DURATION:** .....

**KCPE INDEX NO/YEAR:** ..... **KCSE INDEX NO/YEAR:** .....

Following your application for a course in this Institute, I am glad to inform you that you were successful and you have been admitted to undertake the above course.

Success in any course, whatever the duration, will depend largely on how you will conduct yourself in its pursuit. To be successful you must be self-disciplined, determined, dedicated, devoted, and hardworking in all aspects and in all subjects/units relevant to the course.

Please report for Admission **8<sup>th</sup> May 2024** but not later than **3 days** during working hours.

Due to the great demand of available places in the course, any delay in reporting will mean immediate replacement from the long waiting list. The Institute is a Government middle level TVET Institution. We are located in Maragua constituency of Murang'a County only 1 kilometer from rapidly growing town of Maragua. The location provides a serene environment that is conducive for learning while availing all necessary amenities of an urban center.

**FEES COLLECTIONS**

All fees Payment is to be made in electronic money transfer, money order or bankers' cheque payable to **MURANG'A TECHNICAL TRAINING INSTITUTE.**

Payment can also be made in the following bank account;

**ACCOUNT NAME: MURANG'A TECHNICAL TRAINING INSTITUTE**

**MPESA PAYBILL NUMBER: 522123**

**ACCOUNT NUMBER: 30328KADMNONAME. (Example: 30328K9849John)**

**N/B:** Any overpayments are carried forward to the following term hence no monies shall be refundable.

Following your placement to this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through their official website [www.hef.co.ke](http://www.hef.co.ke) In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent or guardian.

## **REQUIREMENTS**

1. On admission day, please carry the following;

- a) Original and photocopy of this Admission letter (pages 1 – 4,)
- b) 2 recent coloured passport size photographs,
- c) Originals and photocopies of ID card, KCPE Result slip/Certificate, KCSE Results Slip/Certificate, school leaving certificate and copy of the birth certificate
- d) 1 ream of foolscap
- e) 1 ream of printing paper

### **2. Course Tools**

Students are requested to buy their own tools relevant to their courses of study on the attached list as recommended by the respective departments.

### **3. Writing materials**

The Institute will not provide writing materials such as notebooks, exercise books or foolscaps. The students are requested to purchase enough writing materials before they report to the Institute.

### **4. Personal Effects**

The Institute will provide optional accommodation to students at reasonable fee of **4,500** per term hence make arrangements to have the following: -

- i. A pair of bed sheets, a pillow, a pillowcase and 2 or more blankets
- ii. Enough Personal clothes & a mosquito net
- iii. Laundry, bath soap and a Bucket

### **5. Medical Certificate**

A blank form for medical examination is enclosed. Please bring it on admission duly filled by a certified doctor from a government hospital, to certify that you are medically fit to be a student.

### **6. Examinations**

Whereas the final external examination will be set by the Kenya National Examinations Council, the internal examinations set by the Institute should be taken seriously. Any student performing poorly may be barred from proceeding or altogether discontinued from the course.

A candidate must pass in all papers offered in a module otherwise he/she will be referred in the paper(s) failed. Examination Fees & fees for Examination materials **MUST** be paid in the Institute's Bank Account before the deadline given by the relevant office

### **7. Institutes Rules & Regulations**

There are basic rules and regulations to be observed by all students as basis for good routine and harmony necessary for peaceful pursuit of both learning and teaching. All students are required to familiarize themselves with the same and adhere to them strictly; failing which appropriate disciplinary action will be taken.

### **8. Student's Record Form**

A blank Student's Record Form is enclosed. Please read it thoroughly and fill in the blanks as comprehensively as possible and sign the relevant areas accordingly.

We look forward to meeting you on the above specified date and wish you a successful stay with us.



**PRINCIPAL**





**MURANG'A TECHNICAL TRAINING INSTITUTE**



**STUDENT'S RECORD & DECLARATION FORM**

(Fill & sign this form before admission)

**1. PERSONAL INFORMATION**

Surnames ..... Other Names: .....

KRA Pin ..... Gender. ....

Date of Birth ..... Birth Cert. No. ....

Marital Status: ..... ID No: .....

Mobile Number: ..... Religion/Denomination: .....

County..... Sub County .....

Postal Address ..... Physical Address.....

Student Type..... Working Email Address.....

KCPE Index No..... Year..... Marks.....

KCSE Index No..... Year..... Grade .....

**2. FATHER'S DETAILS**

Fathers Name: ..... I.D. No. ....

Mobile Number: ..... Postal Address: .....

Working Email Address..... Occupation: .....

**3. MOTHER'S DETAILS**

Mother's Name: ..... I.D. No. ....

Mobile Number: ..... Postal Address: .....

Working Email Address..... Occupation: .....

**4. GUARDIAN/SPONSOR'S DETAILS (If different from the above)**

Guardian's Name: ..... I.D. No. ....

Mobile Number: ..... Postal Address: .....

Working Email Address..... Occupation: .....

**NAME:** \_\_\_\_\_ **ADMISSION NO** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**5. SIBLINGS DETAILS**

Please provide the names of siblings (Brothers and Sisters), and their engagement/occupation (either in school or working). Indicate where.

Name <i>Brother/Sister</i>	Occupation/Engagements	Place
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....

**6. AREAS OF INTEREST IN SPORTS AND CLUBS**

.....  
.....

**7. DECLARATION:**

I..... ID. No. ....declare that;

- 1. The information given above is correct to the best of my knowledge;
- 2. I have read and understood the rules and regulations, and I agree to abide with them fully.
- 3. If admitted, I will work hard and never to participate in any illegal activities;

Signature ..... Date .....

**8. PARENT’S/GUARDIANS COMMITMENT**

I..... ID. No.....

Promise to support Murang’a Technical Training Institute to achieve its goals, and I will always meet my financial obligation to the institute.

Signature ..... Date .....

**9. FOR OFFICIAL USE ONLY:**

Registrar’s Name: .....

Registrar’s Signature & Stamp: ..... Date: .....



**MURANG'A TECHNICAL TRAINING INSTITUTE**  
**STUDENT'S MEDICAL EXAMINATION CERTIFICATE**



*(To be filled by a doctor from a government hospital)*

1. **SURNAME:** -----**OTHER NAMES**-----

Date of Birth .....

2. Area to be examined medically

(i) Vision .....

(ii) Hearing .....

(iii) Speech .....

(iv) Posture .....

(v) Physical defects/deformities, if any.....

(vi) Symptoms of any infectious disease .....

**3. CERTIFICATE**

I Doctor ..... have this date .....

Examined ..... and found her/him, fit/not fit for  
training course as a .....

Signature.....

Designation .....

Address .....

Date .....

OFFICIAL STAMP OF MEDICAL OFFICER FROM MINISTRY OF HEALTH (M.O.H.)



## MURANG'A TECHNICAL TRAINING INSTITUTE



### RULES AND REGULATIONS

The following provisions shall apply with respect to the conduct of students within, and as far as is applicable, outside the Institute compound.

#### **A. GENERAL CONDUCT**

- (i) Respect and adhere to the administration and training procedures and structures established by the Institute.
- (ii) Respect the rights and privileges of the members of the Institute Community at all times.
- (iii) Refrain from any conduct that might bring the Institute or any section or programme to disrepute.
- (iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.

#### **B. TRAINING CONDUCT**

- (i) All students shall conduct themselves diligently as they pursue their respective courses of study.
- (ii) Except for good reason(s) attend all lectures, seminars, practical's and other scheduled programmes or instructions; including academic trips and industrial attachments.
- (iii) Refrain from any conduct whose object or logical consequences is to disrupt the operations of training programs of the Institute and comply with all other regulations made by departments for the proper conduct of specific programmes.

#### **C. BOARDING CONDUCT**

All students shall be expected to exercise responsibility and maturity while using boarding facilities within the institute and in particular shall strictly observe the following:

##### **1. HOSTELS AND CATERING**

- (i) All students seeking boarding facilities should adhere to the set boarding allocation procedures.
- (ii) The office of the Deputy Principal/Dean of students shall conduct and coordinate a random inspection of the boarding facilities at any time during the term.
- (iii) Share hostels or rooms in addition to other facilities of common use.
- (iv) Students are not allowed to have visitors during class hours and after 6.00 pm.
- (v) Any unauthorized occupation of hostels by a student is an offence. If found, the concerned parties shall **forfeit** the facility and be **surcharged full boarding fee** in addition to receiving a warning letter.
- (vi) Ladies hostels are out of bounds to male students/visitors at all times. Likewise men's hostels are out of bounds to female students/visitors at all times.
- (vii) Students should not remove furniture or equipment from their rooms or any other part of the halls or from other premises within the hostels/halls and catering services except with permission from the Deputy Principal/Dean of students.

- (viii) Report any losses breakages or missing items immediately to the boarding Master/Mistress or Deputy Principal/ Dean of students.
- (ix) Except with permission from the Principal, all boarding students **shall vacate** all rooms/hostels on closing dates.
- (x) Report prolonged absence from hostels or rooms to the House Master or Mistress responsible for the particular hostels.( Deputy Principal /Dean of students)
- (xi) Use of video tapes, radios or musical instruments in the hostels only on condition that the volume shall not cause any disturbance.
- (xii) Forfeit all monies paid to boarding if he/she decides to vacate the boarding during the term unless it is on medical grounds in which case the medical officer will notify the Principal in writing.

**NB:** Currently we're offering hostels to female students only

A newly registered student shall follow the following procedure to acquire boarding facilities:

- (i) Register at the Registrar's office.
- (ii) Report to their respective departments to acquire a boarding form and HODs approval.
- (iii) Register at the Deputy Principal /Dean's office for boarding approval.
- (iv) Proceed to the boarding office to register for boarding and bed allocation.

## **2. ENTRY TO AND EXIT FROM THE INSTITUTE**

- (i) Upon admission, it is mandatory for students to register for a college identity (ID) card.
- (ii) In case of loss of an ID card the affected student must report in writing within two days to the Deputy Principal /Dean of students.
- (iii) A student found using an ID card belonging to another student to access the gate, or seeking other services shall face disciplinary action.
- (iv) The ID card is property of Murang'a Technical Training Institute. A student who completes a course of study must surrender the ID card to the Dean of students.
- (v) All persons visiting students must surrender their original National ID cards to the duty security officer.
- (vi) All students passing through the gate must display or produce on demand a valid college ID card at all times.
- (vii) Day-scholars – to be out of the Institute compound by 8.30 p.m
- (viii) Boarders – To be back into the Institute compound by 9.30 p.m.

**N/B**

- Gates will be closed by 10.00 pm every day.
- In addition to any other liability attached thereto, students shall remain accountable to the Institute in respect of their relationship with members of the general public and of conduct and utterances in any matter that lies in the public interests

### **3. DRESSING**

All students should dress decently at all times while in the Institute. The following shall specifically not be allowed:

- (i) Caps or any other type of hat.
- (ii) Studs by male students.
- (iii) Dreadlocks by all students.
- (iv) Unkempt hair by all students
- (v) Treated hair by male students.
- (vi) Scanty dressing by all students
- (vii) Excess jewelry

### **4. OTHERS**

- (i) All correspondences to the press or other mass media by student's or officials of college student's organization or of other association of students within the Institute in their capacities shall bear their names and private address.
- (ii) All public statements affecting the Institute which are intended to be issued on behalf of any organization or association of students must receive prior approval of the Principal.
- (iii) Invitation of public personalities to visit in their official capacity shall be channeled through the Principal.
- (iv) All students must observe the COVID-19 PROTOCOLS in compliance with the Ministry of Health guidelines. These include: social distancing, washing/sanitizing of hands regularly and wearing face masks.

### **5. THE PROVISION OF THE ABOVE REGULATIONS NOTWITHSTANDING, ALL STUDENTS SHALL:**

- (i) Park in the designated parking area.
- (ii) Refrain from acts of hooliganism, unruly or rowdy behavior (including fighting), emission of unreasonable or excessive noise or conduct likely to cause annoyance or disturbances to others within or outside the Institute premises.
- (iii) Desist from tampering with firefighting and other appliances whenever installed for firefighting only.
- (iv) Desist from misuse, willful damage or destruction of the Institute property in default of which such students or group of students shall bear full responsibility thereof.
- (v) Desist from abuse of drugs as prohibited by the law.  
Keep off from prohibited area e.g. staff residential quarters.

**N/B:** Any infringement, infraction or persistent disregard of any of the above rules and regulations shall constitute a disciplinary offence for which disciplinary action shall be taken against a student in accordance with this clause herein.

## 6. DISCIPLINARY OFFENCES

Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations.

### (a) Minor Offences/Disciplinary Offences

- (i) Boycott of scheduled lectures, tutorials, practicals and other programmes or instructions. In case one has to miss lessons for any genuine reasons, one should seek permission from the respective Head of Department.
- (ii) Admission of unauthorized persons into the boarding facilities. Any other disciplinary offence which may interfere with the proper running of the Institute.

### (b) Gross Misconduct

- (i) Assault or issuance of threats to other students or causing fear and despondency with an intention of disrupting learning and any other Institute activities.
- (ii) Any attempt to conceive, design or affect any strategic plan of whatever nature whose object or logical consequence is to disrupt the operation of training programmes.
- (iii) Malicious or willful damage or loss of Institute property.
- (iv) Disorderly conduct and molestation of other members of the Institute community.
- (v) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings processions or public ceremonies for which permission has not been obtained from the government or the college authorities.
- (vi) Drunken and disorderly behavior and abuse of or use of drugs the possession of which it prohibited by law.
- (vii) Conviction in a court of law for commission of a criminal offence of such nature that should in the opinion of the management warrant expulsion from the Institute.

## 7. DISCIPLINE OF STUDENTS

The following provisions shall apply to disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the Institute precincts.

### (a) **Disciplinary Authority**

For purpose of these regulations the Principal, acting on behalf of the Board of Governors (BOG) is the disciplinary authority of the Institute.

### (b) **Disciplinary Measures**

#### (i) **Minor Offences**

The following action/s shall be taken against any contravention of the minor offences:

- Parent/guardian to be called to the Institute to discuss the conduct of the affected student.
- In the case of admission of an unauthorized person into boarding, the involved students shall be required to forfeit boarding in addition to the bullet above.

A warning letter shall be issued to the affected student.

**(ii) Gross Misconduct**

- The affected student shall be suspended for two weeks and shall be expected to be accompanied back to the Institute by his/her parent/guardian as indicated in the student's admission data form and appear before the Institute disciplinary committee.
- In case the offence is of a criminal nature the matter shall be referred to the relevant authorities where the law (laws) of the land shall be applied accordingly.
- Any other disciplinary measure as shall be determined by the Institute's disciplinary committee or authority.

*I have read and understood fully the above Rules and Regulations.*

**NAME** \_\_\_\_\_ **ADMISSION NO** \_\_\_\_\_.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# MURANG'A TECHNICAL TRAINING INSTITUTE



## TOOLS REQUIREMENTS FOR COURSES

### 1. HOSPITALITY DEPARTMENT COURSE REQUIREMENTS FOR:

- a) Certificate in Food and Beverage
- b) Diploma in Food and Beverage

- c) Certificate in Catering and Accommodation
- d) Diploma in Catering and Accommodation

**Material fee of ksh 3,000 per term**

### 1. FOOD PRODUCTION REQUIREMENT

#### MALE

- i. Black checked with white box pair of trousers
- ii. White chef's cap
- iii. White double breast chef's jacket
- iv. Red chef's Scarf
- v. full straight cotton white apron
- vi. Low closed black flat shoes

#### LADIES

- i. Black and white small check A-Line skirt (length should be below the knee)
- ii. White chef's cap
- iii. White chef's jacket
- iv. Red chef's Scarf
- v. White apron
- vi. Covered black low leather shoes

### 2. SERVICE UNIFORM - (Required for both Food & Beverage and Catering & Accommodation students)

#### MALE.

- i. White long-sleeved shirt
- ii. Black sleeveless half coat
- iii. Black pair of trousers (loose fitting)
- iv. Black bowtie
- v. White dustcoats
- vi. Covered black low leather shoes

#### FEMALE.

- i. White long-sleeved shirt
- ii. Black sleeveless half coat
- iii. Black A-Line skirt
- iv. Black bowtie
- v. White dustcoats
- vi. Covered black low leather shoes

### OTHER GENERAL REQUIREMENTS FOR KITCHEN AND SERVICE

- |                          |  |                   |
|--------------------------|--|-------------------|
| 1. Potatoes Peeler       | 5. 2 tea clothes                       | 8. Waiter's Cloth |
| 2. Meat Knife            | 6. 1 glass cloth (Not fluffy material) |                   |
| 3. Vegetable/Fruit Knife | 7. 3 Dish Cloths                       |                   |
| 4. Pair of Oven Gloves   |  |                   |

### OTHER GENERAL REQUIREMENTS FOR CATERING AND ACCOMODATION

- 1. Men – Light Blue Kaunda suit
- 2. Ladies – Light Blue Tunic, white head scarf (Training nurse uniform)

#### Diploma Level

- |                 |        |       |                  |        |
|-----------------|--------|-------|------------------|--------|
| 1. Table Cloths | Damask | White | 60 inches        | 1 pc   |
| 2. Slip cloths  | Poplin | Red   | 40 inches square | 1pc    |
| 3. Napkins      | Damask | Red   | 20 inches square | 12 pcs |

#### Craft Level

- |                 |        |        |                  |        |
|-----------------|--------|--------|------------------|--------|
| 1. Table Cloths | Damask | White  | 60 inches        | 1 pc   |
| 2. Slip cloths  | Poplin | Maroon | 40 inches square | 1pc    |
| 3. Napkins      | Damask | Maroon | 20 inches square | 12 pcs |

### **Artisan Level**

1. Table Cloths	Damask	White	60 inches	1 pc
2. Slip cloths	Poplin	Pink	40 inches square	1pc
3. Napkins	Damask	Pink	20 inches square	12 pcs

### **RECOMMENDED TEXT BOOKS**

1. Practical Cookery by Kinton and Ceserani OR by D. Foskett, Paskins, Rippington & Thorpe
3. Food and Beverage Service by John Cousins, Dennis Lillicrap & Suzanne Weekes

## **2. REQUIREMENTS FOR ALL ENGINEERING STUDENTS – I.E BUILDING & CIVIL ENGINEERING, ELECTRICAL & ELECTRONICS ENGINEERING AND MECHANICAL & AUTOMOTIVE ENGINEERING COURSES.**

- All Engineering students should purchase a portable Drawing Board (to be bought from the school at **Ksh 1,000.**
- All Engineering students to pay Training Material Fee – **Ksh. 3,000.00** Per Term
- All Engineering students are advised to purchase safety boots for use while in the Workshops

### **3. BUILDING AND CIVIL ENGINEERING DEPARTMENT**

#### **(A) REQUIREMENTS FOR DIPLOMA IN BUILDING TECHNOLOGY & CERTIFICATE IN PLUMBING)**

#### **Drawing Equipment**

- i. 300mm ruler
- ii. 300mm size folder files
- iii. Set square 45° and 60° (size 150mm)
- iv. Compass (150mm)
- v. T-Square (A2 size)
- vi. Scientific calculator
- vii. Pencil (HB: 2 in number, 2H: 2 in number)
- viii. Overcoat – Grey in colour

#### **RECOMMENDED TEXTBOOKS FOR DIPLOMA AND CERTIFICATE IN BUILDING TECHNOLOGY**

- i. Technician Mathematics Level 1 by Bird & May
- ii. SMP – Advanced Mathematics Table
- iii. Building Technology Ivor H. Seeley
- iv. Brickwork Vol. 1 & 11 by W.G Nash

#### **RECOMMENDED TEXTBOOKS FOR CERTIFICATE IN PLUMBING**

- i. Technician Mathematics Level 1 by Bird & May
- ii. SMP – Advanced Mathematics Table
- iii. Building services & Equipment Vol. 1 by F. Hall.
- iv. Plumbing Mechanical Services Book 1 G.L Blower.

**(B) COURSE REQUIREMENTS TOOLS FOR ARTISAN/CERTIFICATE IN BUILDING TECHNOLOGY**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| i. Masonry Hammer - 1No.           | vii. Plumbing Bob - 1No.          |
| ii. Mason Square - 1No.            | viii. Spirit Level (600mm) - 1No. |
| iii. Building Trowel - 1No.        | ix. Wooden float - 1No.           |
| iv. Cold Chisel - 1No.             | x. Key tool - 1No.                |
| v. Tape Measure (steel) 3m - 1No.  | xi. Hand saw                      |
| vi. Builder's Line (String) - 1No. | xii. Wood chisel                  |

**(C) COURSE REQUIREMENTS TOOLS FOR ARTISAN/CERTIFICATE IN PLUMBING**

- |                                |  |
|--------------------------------|--|
| i. Tape measure (3m) - 1No.    | ix. Tin Snips - 1No.                                     |
| ii. Spirit level (40cm) - 1No. | x. Wooden Mallet (for sheet metal work) - 1No.           |
| iii. Hacksaw frame - 1No.      | xi. Cold Chisel (6') - 1No.                              |
| iv. Pipe Wrench - 1No.         | xii. Flat File - 1No.                                    |
| v. Adjustable Spanner - 1No.   | xiii. Round File - 1No.                                  |
| vi. Combination Pliers - 1No.  | xiv. Empty metal tool box (with padlock and keys) - 1No. |
| vii. Screw Driver - 1No.       |  |
| viii. Ball Pain Hammer - 1No.  |  |

**DRAWING EQUIPMENT'S FOR CIVIL ENGINEERING**

- i. 30cm ruler
- ii. Set Square 45° and 60° (minimum size 150 mm)
- iii. Drawing Board (to be bought from the school at Ksh 1,000.
- iv. Adjustable Compasses (150 mm)
- v. Wooden T. Square (A2 size)
- vi. Fx570 or 991 Scientific Calculator
- vii. Overall (for lab and workshop use) – Grey in colour. Required in the 2<sup>nd</sup> year.

**BOOKS RECOMMENDED FOR: - DIPLOMA IN BUILDING TECHNOLOGY - DIPLOMA IN CIVIL ENGINEERING**

**A. MATHEMATICS**

- i) Engineering Mathematics by Stroud
- ii) Technician Mathematics Level 4 & 5 by Bird, J.O
- iii) S.M.P. Mathematics Table

**B. STRUCTURES**

- i. Materials and structures by Whitlaw
- ii. Strength of materials by R. Khurmi
- iii. Building technology by I.H SEELEY
- iv. Construction technology handbook R. Chudley & Greeno

**ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT  
COURSE REQUIREMENTS FOR: DIPLOMA IN ELECTRICAL AND ELECTRONICS  
CERTIFICATE IN ELECTRICAL AND ELECTRONICS  
ARTISAN IN ELECTRICAL INSTALLATION**

**A. DRAWING INSTRUMENTS AND STATIONERY**

- a) Complete set of drawing instruments
- b) Drawing Board (to be bought from the school at Ksh 1,000.
- c) 1 No. T-square
- d) HB pencils (Staedtler)
- e) 2No. 2H pencils (Staedtler)
- f) 1No. Scientific Calculator
- g) Set square 45° and 60° (minimum size 150mm)
- h) 1 No. Masking tape (3/4 inch)

**B. TOOLS**

- a. 1No. - combination Pliers – Medium size
- b. 1No. - Long Combination Pliers
- c. 1No.- Electricians Knife
- d. 1No.- Hacksaw Frame and Blade
- e. 1No. - Spirit level
- f. 1No.- Ball pen hammer (small) – 1 pound
- g. 1No.- Phase tester
- h. Set of flat bit screw drivers (small, medium, large)
- i. 1No. overall grey in colour
- j. 1No.- Steel tape measure (3m)
- k. 1No.- Bending spring (20mm) heavy gauge
- l. 1No.- Digital Multimeter

**C. BOOKS**

1. FOUR Figure Mathematical Table (SMP)
2. Electrical Technology by Hughes
3. Electronics by R.S Sedha
4. Electrical Technology by B.L.Theranja

**BUSINESS AND ENTREPRENEURSHIP DEPARTMENT REQUIREMENTS FOR  
NEW STUDENTS - DIPLOMA IN COMPUTERIZED SECRETARIAL AND  
CERTIFICATE IN COMPUTERIZED SECRETARIAL**

- HB Staedtler Pencils – 6
- Shorthand notebooks – 6
- Shorthand Textbook – Anniversary New Edition - Pitman New Era Shorthand
- Shorthand Dictionary
- Exercise Books (2) Square

**MECHANICAL ENGINEERING DEPARTMENT - AUTOMOTIVE ENGINEERING SECTION**  
**REQUIREMENTS FOR ARTISAN AND CRAFT IN MOTOR VEHICLE MECHANIC COURSE**

1. Overall Blue or black in colour

2. Automotive tool Kit

(i) Open fixed Spanner (No. 10-20)

(vii) Star screw driver

(ii) Ring fixed spanner (No 10-20)

(viii) Spanner box end double (No. 10-20)

(iii) Pliers standard

(ix) Spark plug spanner – one

(iv) Ball pen hammer

(x) Feeler gauge

(v) Adjustable spanner

(xi) Steel rule 300mm

(vi) Flat screw driver

**2. TECHNICAL DRAWING REQUIREMENTS**

(A) Tee – Square

(D) Drawing Board (Size A3)

(B) Set Square (30° X 60° And 45°X45°

(E) Masking Tape

Large Size)

(F) Drawing Pencils (2H, HB)

(C) Technical Drawing Compass Set

(G) Ruler and Eraser

**REQUIREMENTS FOR CERTIFICATE IN AUTOMOTIVE ENGINEERING TECHNICAL DRAWING REQUIREMENTS**

- i. Drawing Board (to be bought from the school at Ksh 1,000.
- ii. Tee Square fitting to the drawing board (A2)
- iii. 200mm 450 clear plastic set square
- iv. 250mm 300 and 600 clear plastic set square
- v. 150mm Clear transparent plastic protractor
- vi. Plastic ruler, 3H, 2H, H and HB Pencil eraser and Sharpener
- vii. Engineering drawing set box
- viii. French curves
- ix. Masking tape
- x. Drawing Book (A3)
- xi. Scientific calculator

**WORKSHOP REQUIREMENTS**

1. Navy Blue Overall

2. Closed safety shoes

**BOOKS**

1. The Motivate series, Motor Vehicle Technology for Mechanics by P.P.J Read & V.C Reid
2. Automotive Artisans Training Course Book 1 by George K Minyaru
3. Mathematics for craft engineering students by Kamau &Uppal
4. Fundamentals of Motor Vehicle Technology, Bk1, 5th ed, V.A.W. Hillier.
5. Technician Mathematics by J.O Bird BK I, II AND III
6. Geometric and Engineering Drawing by K.Morling

**MECHANICAL ENGINEERING DEPARTMENT**  
**REQUIREMENTS FOR DIPLOMA IN AUTOMOTIVE ENGINEERING**  
**TECHNICAL DRAWING REQUIREMENTS**

- a) Drawing Board (to be bought from the school at Ksh 1,000.
- b) Tee Square fitting to the drawing board (A2 Size)
- c) 200mm 450 clear plastic set square
- d) 250mm 300 and 600 clear plastic set square
- e) 150mm Clear transparent plastic protractor
- f) Plastic ruler, 3H, 2H and HB Pencil eraser and Sharpener
- g) Engineering drawing set box
- h) French curves
- i) Masking tape
- j) drawing Book (A3)
- k) Scientific calculator
- l) SMP Tables

**MECHANICAL AND AUTOMOTIVE WORKSHOP REQUIREMENTS**

- 1. Navy Blue Overall
- 2. Closed safety shoes

**BOOKS**

- 1. Automotive Artisans Training Course Book 1 by George K Minyaru
- 2. Fundamentals of Motor Vehicle Technology, Bk1, 5th ed, V.A.W. Hillier.
- 3. Theory of Machines by R.S khurmi & J.K Gupta – Year II
- 4. Applied thermodynamics for engineering technologist by T.D. East and A.Mcconkey
- 5. Geometric and Engineering Drawing by K. Morling
- 6. Fluid mechanics Volume 1 and II by J.F Douglas – Year III

**ICT & COMPUTER STUDIES DEPARTMENT**  
**REQUIREMENT FOR NEW STUDENTS: DIPLOMA IN INFORMATION**  
**COMMUNICATION**

**TECHNOLOGY/CERTIFICATE IN INFORMATION TECHNOLOGY**

- 1. Recommended to have a good smartphone or laptop (not compulsory)
- 3. Seven A4 Exercise Books
- 4. HB Pencil, Pens & Ruler
- 5. FOUR Figure Mathematical Table (SMP)
- 6. A4 Foolscaps (1 Ream) papers
- 7. Scientific Calculator

## **HAIRDRESSING & BEAUTY THERAPY (COSMETOLOGY)**

### **SALON SECTION**

**Demonstration Material Fee – Ksh. 3,000.000 Per Term**

#### **COSMETOLOGY REQUIREMENT**

1. Black skirts for ladies
2. Black trouser for gents
3. Double apron with Murang'a T.T.I colours (*Available at the Institute @ Ksh.1000*)
4. White shirt/blouse or MTTI T-shirt (*T-shirt available at the Institute @ Ksh.1000*)
5. Closed black low heeled shoes
6. 2 white salon size towels for beauty
7. 2 purple salon size towels for hairdressing

#### **HAIRDRESSING & BEAUTY THERAPY REQUIREMENTS GRADE III**

1. 10 Braids
2. 2 salon size towels
3. 1 butterfly thread
4. 2 salon needles
5. Big size Beula Hair food
6. Set of combs
7. Salon apron
8. Make-up kit
9. Manicure kit
10. Lipstick
11. 2 A4 size ruled exercise books
12. Pair of scissors
13. Wooden braiding comb
14. Pair of slippers
15. 1 white face towel
16. 1 cafton earring

#### **HAIRDRESSING & BEAUTY THERAPY REQUIREMENTS GRADE II**

1. 1 Butterfly thread
2. 1 medium curly weave
3. 1 long weave
4. 1 short straight weave
5. 5 long braids
6. 475g TCB relaxer
7. Saronis highlight
8. Hydrogen peroxide
9. 2 salon size towels
10. Make-up kit (with highlighters)
11. Eye pencil
12. Lipstick
13. Lip balm
14. Lip gloss
15. Pair of slippers
16. 1 white face towel
17. Pair of caflon earrings

#### **OTHER HAIRDRESSING & BEAUTY THERAPY REQUIREMENTS**

1. 5 Hair Braids
2. Scissors
3. Black Acrylic Thread
4. Beula Hair food (Big)
5. 1 Big Towel and A Face Towel
6. A Big Hand Sewing Needle
7. 2 Weaves

#### **GENERAL AGRICULTURE DEPARTMENT**

##### **Requirements**

- a) Green dust coat
- b) Gumboots
- c) Industrial Gloves
- d) Tape measure

## **Technical Drawing Tools**

- a) Tee Square
- b) 45° Set Square
- c) 60° And 30° Set Square (Technical Drawing)
- d) Technical Drawing Compass Set
- e) Technical Drawing Pencils – 2h
- f) Ruler and Eraser
- g) Technical Drawing Board

## **MECHANICAL ENGINEERING DEPARTMENT WELDING AND FABRICATION REQUIREMENTS**

- 1. Tee-Square
- 2. Engineering Drawing Set (With a Pair of Compass, Dividers)
- 3. Set Squares (30°x60° And 45°x45° Large Size)
- 4. Protractor - 360°
- 5. Drawing Board (bought at the institution)
- 6. Quality Erasers
- 7. Pencils – HB, H, 2h, (Staedler)
- 8. Overall (Navy Blue)
- 9. Safety Boots
- 10. Scientific Calculator
- 11. SMP Mathematic Table
- 12. Opaque Welding goggles

## **REQUIREMENTS FOR FASHION DESIGN & CLOTHING TECHNOLOGY DIPLOMA COURSE**

- 1. Dress Makers Pins
- 2. Assorted Hand Needles
- 3. Tape Measure (150cm Long)
- 4. Tracing Wheel
- 5. A Set of French Curves
- 6. Paper Scissors
- 7. Wooden Metre Rule
- 8. Fabric Scissors
- 9. 2h, HB, Staedler Pencil and Rubber
- 10. Bobbin and Bobbin Case for Industrial Sewing Machines Bobbin and Bobbin Case for Small (Black) Sewing Machine
- 11. A Packet of Round Sewing Machine Needles, Size 18
- 12. A White Dust Coat
- 13. Coloured Pencils
- 14. Seam Ripper
- 15. 1 White Cone Thread
- 16. 3 Machine Sewing Threads
- 17. Needle Clamp
- 18. Small Screw Driver
- 19. A 30cm Ruler

## **REQUIREMENTS FOR CLOTHING TECHNOLOGY/GARMENT MAKING COURSE CRAFT COURSE**

- 1. Dress Makers Pins
- 2. Assorted Hand Needles
- 3. Tape Measure (150cm Long)
- 4. Tracing Wheel
- 5. A Set of French Curves
- 6. Paper Scissors
- 7. Wooden Metre Rule
- 8. Fabric Scissors
- 9. 2h, Hb, Stedler Pencil and Rubber
- 10. Bobbin and Bobbin Case for Industrial Sewing Machines
- 11. 12. Bobbin and Bobbin case for small (Black) Sewing Machine
- 12. A Packet of Round Sewing Machine Needles, Size 18
- 13. A White Dust Coat
- 14. Coloured Pencils
- 18. Seam Ripper
- 15. 1 White Cone Thread
- 16. 3 Machine Sewing Threads
- 17. 2 Embroidery Threads
- 18. Needle Clamp
- 19. Small Screw Driver
- 20. 30cm ruler



**FEES STRUCTURE FOR NEW ADMISSIONS FROM SEPTEMBER 2023**

VOTE HEAD	TERM 1	TERM 2	TERM 3	TOTAL
Tuition fees	8600	16,541	11,500	<b>36,641</b>
Personnel emoluments	2,100	6,388	4,391	<b>12,879</b>
Electricity, Water & Contingencies	715	1,617	1,617	<b>3,949</b>
Local Transport & Travel	500	1,875	1,574	<b>3,949</b>
Repairs, Maintenance & Improvements	350	1,934	973	<b>3,257</b>
Activity fee	715	1,900	1,899	<b>4,514</b>
Insurance	458	1,117	425	<b>2,000</b>
Annual Fees	<b>13,438</b>	<b>31,372</b>	<b>22,379</b>	<b>67,189</b>

**Levies payable once on admission**

Item Description	Amount
Caution Money (Refundable)	1,000
Registration fee	1,000
Student ID	600
KUCCPS registration fee	1,500
TVETA registration fee	500
ICT Infrastructure fee	1,000
<b>TOTAL</b>	<b>5,600</b>

Other Fees paid on Termly/Modular	
Students Welfare (Paid Yearly)	<b>500</b>
Student Council (Paid Termly)	<b>300</b>
Boarding Fees (Termly)	<b>4,500</b>

**NEW FUNDING MODEL**

Trainees to get admission (admission number) and then apply for funding through Higher Education Financing ([www.hef.co.ke](http://www.hef.co.ke)). Upon successful application the trainee will be categorized as below;

Need Level/Category Working Figure= 67,189/=	Scholarship %	Scholarship Amount	Loan %	Tuition Loan	Total Loan + Upkeep (13)	Household %	Household Tuition Amount	Total Household Contributions Others per Year
<b>Vulnerable</b>	<b>80%</b>	<b>53,751</b>	<b>20%</b>	<b>13,438</b>	<b>27,038</b>	<b>0%</b>	<b>0.00</b>	<b>3,600</b>
<b>Extremely Needy</b>	<b>70%</b>	<b>47,032</b>	<b>30%</b>	<b>20,157</b>	<b>33,757</b>	<b>0%</b>	<b>0.00</b>	<b>3,600</b>
<b>Needy</b>	<b>50%</b>	<b>33,594</b>	<b>30%</b>	<b>20,157</b>	<b>33,757</b>	<b>20%</b>	<b>13,438</b>	<b>17,038</b>
<b>Less Needy</b>	<b>32%</b>	<b>21,500</b>	<b>48%</b>	<b>32,250</b>	<b>45,850</b>	<b>20%</b>	<b>13,438</b>	<b>17,038</b>

**NOTE:**

- Admission will be on 100% fee payment. Fees must be paid on or before the opening of the term. The funding is exclusive of Food, Accommodation and examination fees depending on the examining body.
- The fee structure above does not include Boarding fees & Training Materials fees in various courses. All fees must be paid before paying for Boarding Fees & allocated a room.
- All Institute's funds MUST be paid into the Institute's Account or via Mpesa paybill number & Account given below:

**KCB MURANG'A BRANCH**  
**ACCOUNT NUMBER: 1282527274**  
**ACCOUNT NAME: MURANG'A TECHNICAL TRAINING INSTITUTE**  
**OR**  
**MPESA PAYBILL NUMBER: 522123**  
**ACCOUNT NUMBER: 30328KADMNONAME. (Example: 30328K9849John)**

**PRINCIPAL**  
**MURANG'A TECHNICAL**  
**TRAINING INSTITUTE**  
P. O. Box 27 - 10205, MARAGUA  
Email: [murangatti@gmail.com](mailto:murangatti@gmail.com)