



THE MERU NATIONAL
POLYTECHNIC

Technology for Innovation & Development

P O BOX 111 - 60200, MERU. TEL (064)3132837/020-2386139
(ADMISSIONS OFFICE: (0719347059))

MNP/ADM/REG/F0-02

TO: ADM. NO.....

RE: ADMISSION FOR TRAINING

I am pleased to inform you that you have been offered a chance to Study.....

.....

Reporting Date is **6th Jan 2020** and not later than _____.

1. Admissions take place from Monday to Friday during working hours from 8:00 a.m. to 1.00 p.m.
2. The Polytechnic is located about 4 Kms from Meru Town along Meru-Nanyuki Road. From the Main Bus stage, ask direction to Makutano Taxis and request to be dropped at Meru National Polytechnic Gate.
3. Fees for the term must be paid in full as shown in the attached Fees structure on or before the reporting date by Banker's cheque or be paid to Meru National Polytechnic bank accounts as follows:

- CO-OPERATIVE BANK - **A/C NO. 01129075143100**
- HOUSING FINANCE BANK (ALL BRANCHES) - **A/C NO.7040000867**
- KENYA COMMERCIAL BANK (KCB) - **A/C NO. 1197847472**
- EQUITY BANK - **A/C NO.1040275976049**

NB: Make sure you are issued with a bank slip with correct amounts paid and present it on admission. Cash and Personal Cheques shall not be accepted.

4. Application Fee of Ksh.500 must be added to the fees or paid separately.
5. An appropriate commission will be charged for clearing banker's Cheques.

REGISTRAR:



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GENERAL REQUIREMENTS

UNIFORM

There is no uniform for the Polytechnic. You are therefore advised to bring enough clothes for your daily wear.

MEALS

Meals will be provided on a Pay as You Eat (PAYE) Basis

NOTE

- *Polytechnics rules will be issued on admission and all students must abide by them.*

You will be required to bring the following Compulsory Documents on Admission:

1. *Course textbooks as shown on the attached list.*
2. *Medical certificate duly filled.*
3. *Student's personal details form duly filled.*
4. *Original and photocopy of result slip or certificate.*
5. *Photocopy of National ID card both sides. **(Yours and that of your parent/guardian)/Waiting card***
6. *Original and photocopy of leaving certificate.*
7. *One passport size photo*
8. *Original and Photocopies of Birth Certificate.*

Boarders will also be required to have the following:

- *A towel*
- *Personal effects (tissue, toothbrush, toothpaste, soap e.t.c)*
- *A plate, spoon and a cup.*
- *Washing bucket*
- *Mosquito net **(optional)***
- *Beddings (blankets, bed sheets and bed cover)*



**THE MERU NATIONAL
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STUDENT'S PERSONAL DETAILS

MNP/PD/REG/FO03

Date of admission: _____ Adm NO: _____

**Attach Recent
Color Passport
Size Photograph**

SECTION 1: TRAINEES PERSONAL DETAILS.

SECTION 1: TRAINEES PERSONAL DETAILS.

Full name: _____
 Gender: _____ Date of birth/age: _____ marital status _____
 ID NO: _____ (attach a copy of your ID card)
 Tel NO _____
 PO BOX _____ Postal code _____
 County: _____
 Home district: _____ Constituency: _____
 Division: _____
 Location: _____ Sub location _____
 Village: _____
 Highest level of education/training: _____
 Grade obtained: _____
 Year completed: _____ KCSE index no: (Full) _____ (Attach copy of certificate /result slip)
 Year completed: _____ KCPE index no: (Full) _____ (Attach copy of certificate /result slip)
 Previous institution/school: _____
 P O BOX _____ Postal code: _____
 Any disability :(YES/NO) _____ IF yes (MILD/SEVERE) _____
 Specify: _____

Sponsors (Tick Appropriately): Self Sponsored KUCCPS NYS

Any other specify

SECTION II: FAMILY DETAILS

Father's name: _____
ID NO : _____ (Attach copy of ID card)
TEL NO: _____
Occupation: _____
P.O. BOX: _____
Is father alive? (YES/NO)_____ (If NO, attach evidence of death certificate)

Mother's name: _____
ID NO: _____ (Attach copy of ID card)
TELNO _____
Occupation: _____
P.O. BOX: _____
Is mother alive? (YES/NO)_____ (If no, attach evidence of death certificate)

Guardian's name: _____
ID NO : _____ (attach copy of ID card)
Occupation: _____
P O BOX _____
TEL NO. _____

SECTION III: COURSE DETAILS

Course Name: _____
Duration: _____ Level: _____
Fees payable per year: Kshs. _____

SECTION IV: TRAINEE'S DECLARATION.

I confirm that the information is true to the best of my knowledge and I am aware that giving false information will lead to automatic disqualification.

SIGNATURE: _____ DATE: _____

NAME: _____



THE MERU NATIONAL
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P O BOX 111 - 60200, MERU. TEL (064)3131837/020-2386139
BUSINESS AND TECHNICAL EDUCATION PROGRAMMES FEES STRUCTURE

	VOTE HEAD	1 ST TERM(NEW STUDENTS)	2 ND TERM	3 RD TERM
1.	School Equipment and stores (SES)	3,000.00	3,000.00	3,000.00
2.	Personal Emoluments (PE)	5,000.00	5,000.00	5,000.00
3.	Electricity Water and Conservancy (EWC)	1,200.00	1,200.00	1,200.00
4.	Local Transport and Traveling (LT&T)	800.00	800.00	800.00
5.	Contingencies	500.00	500.00	500.00
6.	Repair Maintenance & Improvement (RMI)	1,000.00	1,000.00	1,000.00
7.	Activity	1,000.00	1,000.00	1,000.00
8.	Medical	300.00	300.00	300.00
9.	Caution Money	500.00	-	-
10.	Development Fund	5,000.00	3,000.00	3,000.00
11.	ICT Integration	1,000.00	1,000.00	1,000.00
12.	Insurance Fund	1,000.00	-	-
13.	Registration	600.00	-	-
14.	Student I.D card	250.00	-	-
15.	Student Welfare	400.00	400.00	400.00
16.	BOG Teachers Levy	1,500.00	1,500.00	1,500.00
	TOTALS	23,050.00	18,700.00	18,700.00

NOTES:

1. Accommodation fees is **Ksh.3000** per term and should not be deposited in the Polytechnics Account Prior to Confirmation of availability of rooms. A note to pay will be provided after payment of other Polytechnic monies. A Separate banking slip should be made for accommodation.

NB: This does not include meals. Institute meals will be on a Pay As You Eat (PAYE) Basis.

2. Attachment fee of **Ksh.2,250** is charged a term preceding the attachment term.
3. School fees is payable through bankers cheque, money order, direct deposit to the Polytechnic's accounts as follows:
 - Co-operative Bank - A/C No. 01129075143100.
 - Housing Finance Bank (All Branches) - A/C No.7040000867
 - Kenya Commercial Bank (KCB) - A/C No. 1197847472
 - Equity Bank - A/C No.1040275976049

4. NO CASH SHALL BE ACCEPTED


GEOFFREY M. RUKUNJA
CHIEF PRINCIPAL



SPECIFIC COURSE REQUIREMENTS



THE MERU NATIONAL
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DEPARTMENT OF AGRICULTURE

CERTIFICATE IN AGRICULTURE/ CERTIFICATE IN AGRICULTURE ENTREPRENEUR/ARTISAN IN AGRIBUSINESS

REQUIREMENTS:

1. Overall/Dust coat (Green in Colour)
2. Safety shoes/At least leather shoes
3. Gumboots
4. Stationery Materials
 - Spring file
 - 1 ream of Ruled foolscaps.
 - 1 Dozen A4 200 pages exercise Books.
5. Scientific Calculator
6. Original HB Pencils (4)
7. Eraser (Rubber)
8. East African Agriculture by D.N. Ngugi, Karau and Nguyo.

BUILDING AND CIVIL ENGINEERING DEPARTMENT

DIPLOMA IN QUANTITY SURVEYING

REQUIREMENTS:

1. Overall/Dust Coat (Navy Blue)
2. Scientific Calculator
3. 4 Figure Mathematical Tables (SMP)
4. Mathematical Set
5. Pencil 3 H.211 & HB (Steadler)
6. Eraser (Pelican)
7. Technical Drawing Instruments.
 - ✓ Protractor
 - ✓ T-square 900mm
 - ✓ 30°/60° setsquare (150mm)
 - ✓ 45° Setsquare (150mm)
 - ✓ Metal Clips for holding paper (1 Pair)
 - ✓ A pair of compass
 - ✓ Box file
 - ✓ Plumb bob & Line
 - ✓ Building trowel (200mm long)
 - ✓ Portable drawing board (Available in Bookshop)

TEXT BOOKS

- (a) BUILDING ESTIMATION BOOK BY MOHAMMED HAROON
- (b) QUANTITY SURVEYING BOOK BY MOHAMMED HAROON
- (c) A Practical book of Estimation and Quantity surveying for all Civil Engineers (Degree, Diploma & Masters) by Mohammed Haroon.
- (d) Construction Quantity Surveying: a Practical Guide for the contractors QS By Donald Towey.
- (e) Estimating and Tendering for construction Qork by Martin Brook
- (f) Building Quantities Explained by Ivor H. Seeley.
- (g) Introduction to Estimating for Construction by Brian Greenhalgh
- (h) Cost Management of Construction Projects by Donald Towey
- (i) Estimating for Builders and Surveyors by Ross D. Buchan

CERTIFICATE /ARTISAN IN PLUMBING REQUIREMENTS:

- 1. Overall/overcoat
- 2. Scientific calculator
- 3. S.M.P-4 Figure advanced mathematical table
- 4. Mathematical set
- 5. T. square 900 mm long
- 6. Set-square 30-60° 150 mm long
- 7. Set- Square 45° 150 mm long
- 8. Protractor
- 9. A pair of compasses
- 10. Metal clips to hold drawing papers
- 11. Fools caps (a ream)
- 12. 5 files
- 13. Exercise books (a4 size – 200 pages)

TOURISM AND HOSPITALITY MANAGEMENT DEPARTMENT

FOOD & BEVERAGE COURSE REQUIREMENTS:

ITEMS TO BE BROUGHT BY FOOD & BEVERAGE PRODUCTION & SERVICE TRAINEES

- 1. Food handlers certificate renewable after every six (6 months)
- 2. Low heeled closed black leather shoes
- 3. Uniform (production & Service) Ksh.4,000
- 4. Normal practical – Ksh.3,000 per term
- 5. Glass clothes – 2
- 6. Kitchen Clothes – 2
- 7. Waiters Clothes – 2
- 8. Dusters (Wipers) – 2
- 9. Oven gloves – 1 Pair
- 10. Recipe Cards – Packet.
- 11. Recipe File - 1
- 12. Practice Accessories Kshs.960

NOTE: ALL THESE MONIES TO BE PAID TOGETHER WITH THE FEES

STATIONERY

- i) Exercise books A4 200 pages, 1 dozen
- ii) Pens (Blue and Red) 4
- iii) Manila papers 1 dozen (assorted colours)
- iv) Glue 1 bottle – 160 gms
- v) Office pins 1 pkt
- vi) Spring files (3)
- vii) Thumb Tucks (5 Packets)

- viii) Masking Tape 3 pieces
- ix) Felt pens 4 different colours.

TEXTBOOKS

- i) Practical Cookery (10th or 11th Edition) by Victor Cesaroni & Ronald Kinton
- ii) Food and Beverage Service and Sale by Dennis R. Lillicarp
- iii) Theory of Catering by Ronald Kinton & Victor Cesaroni
- iv) Food & Beverage Control by Kotas.

BUSINESS MANAGEMENT & ACCOUNTANCY DEPARTMENT

CERTIFICATE IN SOCIAL WORK & COMMUNITY DEVELOPMENT

REQUIREMENTS:

- (a) British Association of Social Works BASW 2002, Code of Ethics by Social Work BASW
- (b) Values in Social Work by Davis M, Howe and Kohli R. Assessing Competence and values in Social Work practice Norwich Social Work Monographs
- (c) Modern Social Work Theory (2nd Edition) Payne M.
- (d) Development Economics (Any Publisher)

CERTIFICATE IN COMPUTERIZED SECRETARIAL STUDIES

REQUIREMENTS:

- SHORTHAND:**
- a.) PITMAN NEW ERA (NEW COURSE)
 - b.) SHORTHAND DICTIONARY
 - c.) 700 COMMON WORDS

TYPEWRITING: FIRST COURSE 6TH EDITION -BY ARCHIE DRUMMOND & ANN COLES- MOG FORD

BUSINESS ENGLISH: ENGLISH FOR BUSINESS STUDIES BY: L. GARTSIDE (THIRD EDITION)

STATIONERY:

- ✓ ONE REAM PRINTING PAPERS
- ✓ FOUR PENCILS (HB 110 PENCILS)
- ✓ ONE INK RUBBER AND PENCIL ERASER
- ✓ RULER
- ✓ 1 DOZEN A4 200 PAGES EXERCISE BOOKS
- ✓ BOX FILE
- ✓ SPRING FILES

CERTIFICATE IN CLERICAL OPERATIONS COURSE REQUIREMENT:

TYPEWRITING: FIRST COURSE 6TH EDITION -BY ARCHIE DRUMMOND & ANN COLES- MOG FORD

STATIONERY:

- ✓ ONE REAM PRINTING PAPERS
- ✓ 1 DOZEN A4 200 PAGES EXERCISE BOOKS
- ✓ BOX FILE
- ✓ SPRING FILES

ACCOUNTING TECHNICIAN DIPLOMA (ATD) LEVEL 1

REQUIREMENT:

1. BR study Text – Financial accounting
 2. Commercial Law – Ashiq Hussein
 3. BR Study Text – Entrepreneurship & Communication
 4. Information Communication Technology – BR Study Text.
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APPLIED SCIENCES & COSMETOLOGY DEPARTMENT

CERTIFICATE/ARTISAN IN HAIR DRESSING AND BEAUTY

REQUIREMENTS:

- | | |
|---|-------|
| 1. Uniform – Ksh. 2000 | |
| 2. Navy blue towels (medium) | 3 |
| 3. Combs (different types) | |
| 4. Afro comb | 1 |
| 5. Tail comb | 1 |
| 6. Three in one comb | 1 |
| 7. Ear pads | 1 |
| 8. Crochet | 1 |
| 9. Blow drying combs (wooden large and small) | 2 |
| 10. Styling combs | 2 |
| 11. White large towels | 3 |
| 12. Manicure set (with metal tools only) | 1 set |

STATIONERY:

- ✓ Exercise books A4 200 pages, 1 dozen
- ✓ Pens (Blue and red)

NOTE: ALL THESE MONIES TO BE PAID TOGETHER WITH THE FEES

ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT

ARTISAN IN ELECTRICAL INSTALLATION

REQUIREMENTS:

WORKSHOP MATERIALS:

- Drawing wire Tools & Equipment
- Dust coat – Light Blue
- Tape Measure
- Spirit level (1ft)
- Ballpein Hammer
- Screw driver (Star & Flat)
- Phase Tester
- Pliers
- Long nose Pliers
- Bradawl

TECHNICAL DRAWING:

- T-square
- Set squares (60/30& 45)

- Protractor
- Dividers & compasses

STATIONERY:

- Scientific Calculator
- Mathematical Table (SMP)

MECHANICAL & AUTOMOTIVE ENGINEERING DEPARTMENT

ARTISAN IN MOTOR VEHICLE MECHANICS

REQUIREMENTS:

1. Overall/overcoat
2. Scientific calculator
3. S.M.P-4 Figure advanced mathematical table
4. Engineering set
5. T. square 900 mm long
6. Set-square 30-60° 150mm long
7. Set- Square 45° 150mm long
8. Portable drawing board
9. Drawing pencils
10. Foolscaps (a ream)
11. 5 files
12. Exercise books (a4 size – 200 pages)

INFORMATION COMMUNICATION TECHNOLOGY & INFORMATICS DEPARTMENT

DIPLOMA IN INFORMATION STUDIES

REQUIREMENTS:

STATIONERIES

- ✓ Three spring files
- ✓ One ream ruled foolscaps
- ✓ One dozen A4 200 Pages exercise books