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 ***To Be Confirmed Later.***

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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(ADMISSIONS OFFICE: 0719347059)

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 POLYTECHNIC
Technology for Innovation & Development

STUDENT'S PERSONAL DETAILS

MNP/PD/REG/FO03

Attach Recent Color Passport Size Photograph

Date of admission: _____ Adm NO:_____

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_____
Email Address _____
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: (In Full) _____ (Attach copy of certificate /result slip)
Year completed: _____ KCPE index no: (In 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 POLYTECHNIC
Technology for Innovation & Development

MNP/MED/REG/FO04

NOTE: Applicants for entry to the Institution must get this form filled/completed by a registered Doctor. PAYMENT FOR THE EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPLICANT.

NAME:..... COURSE:.....

ADM NO:.....

1. Eyes and vision
   Unaided Right - Left
   Aided Right - Left
   Colour Blind
   Visual field

2. Nose is nasal breeding habitual
   Adenoids

3. Ears
   Hearing voice - Right
   - Left

4. Mouth and Teeth

5. Glad in the neck

6. Chest Heart
   With special reference to any tubercular tendencies

7. Spinal column

8. a) Urine (For female students please state if pregnant or not)
   b) Feaces.

9. Spleen Liver
   Piles and varicose veins.

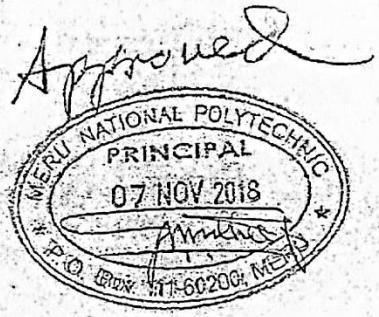
10. Any other weakness, defects or disease: e.g. Defects of speech local twitching or spasm, chorea or other nervous disorders. Venereal diseases or rheumatic.

11. General observations if care is desirable in any special direction please give particulars.

Signature of the registered medical practitioner: .....

Address: .....Official Stamp and Date: .....

THE MERU NATIONAL POLYTECHNIC



Technology for innovation & development

Kenya Universities & colleges Central Placement Service Students

APPROVED TVET FEES CHARGEABLE PER YEAR

S/NO.	VOTE HEAD.	GoK CAPITATION	STUDENT
1	School Equipment & Stores (SES)	30,000.00	-
2	Personal Emoluments (P.E)	-	12,170.00
3	Electricity, water & Conservancy (EW&C)	-	3,600.00
4	Local Transport & Travel (LT&T)	-	2,400.00
5	Repairs ,Maintenance & Improvement (RMI)	-	3,000.00
6	Activity fees	-	3,000.00
7	Industrial attachment Inclusive of Medical & Insurance	-	2,250.00
	TOTAL	30,000.00	26,420.00

NB: PAYMENT OF FEES IS BASED ON AMOUNT PAYABLE BY PARENTS OR GUARDIANS PER YEAR AS UNDER:

1. On the 1st reporting day for the first term, 50% of Ksh 26,420.00 i.e ksh. 13,210.00
2. On 1st reporting day for the second term, 30% of Ksh 26,420.00 i.e Ksh. 7,926.00
3. On 1st reporting day for the third term, 20% of Ksh 26,420.00 i.e Ksh. 5,284.00

TOTAL KSH. 26,420.00

APPROVED TVET FEES CHARGEABLE PER TERM

S/NO	VOTE HEAD	1ST TERM 2019	2ND TERM 2019	3RD TERM 2019	TOTAL PER YEAR
1	School Equipment & Stores (S.E.S) (G.o.K- CAPITATION)	10,000.00	10,000.00	10,000.00	30,000.00
2	Personal Emoluments (P.E)	4,057.00	4,057.00	4,056.00	12,170.00
3	Electricity, Water & Conservancy (EW&C)	1,200.00	1,200.00	1,200.00	3,600.00
4	Local, Transport & Travel (LT&T)	800.00	800.00	800.00	2,400.00
5	Repairs, Maintenance & Improvement (RMI)	1,000.00	1,000.00	1,000.00	3,000.00
6	Activity Fees	1,000.00	1,000.00	1,000.00	3,000.00
7	Industrial attachment inclusive of medical & insurance	750.00	750.00	750.00	2,250.00
	TOTAL	18,807.00	18,807.00	18,806.00	56,420.00

Approved

MERU NATIONAL POLYTECHNIC
PRINCIPAL
07 NOV 2019
P.O. Box 111-60200, MERU

NB: The above fee covers tuition only and is exclusive of;

(a) Boarding fees
(b) National Examination fees
(c) Professional bodies fees

The polytechnic fees is payable through bankers cheques and money orders. No bankers cheques or money orders should be deposited before presentation for receipting at the Polytechnic. Cash deposit may be made to the polytechnic accounts as follows:

1. Co-operative Bank of Kenya-Makutano Agency Branch -A/C NO. 01129075143100
2. Equity Bank Ltd, Makutano Branch - A/C NO. 1040275976049
3. Kenya Commercial Bank, Makutano Branch-A/C NO.1197847472
4. Housing Finance Corporation, Meru Branch- A/C NO.704-0000-867

ALL ORIGINAL BANKING-IN-SLIPS MUST BE PRESENTED FOR RECEIPTING AS IS THE CASE WITH BANKERS CHEQUES AND MONEY ORDERS

THE MERU NATIONAL
POLYTECHNIC
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FEES PAYABLE BESIDES THE NORMAL KUCCPS STUDENTS' FEES STRUCTURE

1.	Student welfare	Ksh.400.00 (To be paid by both new and continuing students each term)
2.	Student identification card	Ksh.250.00 (To be paid by all new students once)
3.	KUCCPS application fees	ksh.1,500.00 (To be paid by all new students placed directly by KUCCPS)
4.	Registration fees	ksh.600.00 (To be paid by all new students once)
5.	Caution money	Ksh.500 (To be paid by all new students once)
	TOTAL	**Ksh.3, 250** ***(Three thousand two hundred and fifty shillings only)***

Approved by:

MERU NATIONAL POLYTECHNIC
PRINCIPAL
24 JUL 2019
P.O. Box 111-60200, MERU

Geoffrey M. C. Rukunja, MIHRM, OGW
Chief Principal

DEPARTMENT OF AGRICULTURE

DIPLOMA IN AGRICULTURE/CERTIFICATE IN AGRICULTURE/ CERTIFICATE IN AGRICULTURE ENTREPRENEUR/ARTISAN IN AGRIBUSINESS COURSE REQUIREMENTS:

1. Overall/Dust coat (Green Color)
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.

DIPLOMA IN AGRICULTURAL ENGINEERING COURSE 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 30-60º 150mm long
7. Set- Square 45º 150mm long
8. Protractor
9. A pair of campuses
10. Metal clips to hold drawing papers
11. Foolscaps (a ream)
12. 5 files
13. Exercise books (a4 size – 200 pages)

TEXT BOOKS

1. Mathematics - (i) Mathematics for Technicians level 4&5 by Bird & May.
   (ii) Engineering Mathematics by Straud I&II
2. Mechanical Technology - (i) Basic Engineering thermodynamics by Reyner& Joel
3. Mechanics of machines Elementary Theory & Examples by J. Hanner
4. Engineering Drawing by K. Noring
5. Strength of Materials by Ryder

BUILDING AND CIVIL ENGINEERING DEPARTMENT

DIPLOMA/CERTIFICATE IN BUILDING TECHNOLOGY/CIVIL ENGINEERING COURSE 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.
   i) Protractor
   ii) T-square 900mm
   iii) 30°/60° setsquare (150mm)
   iv) 45° Setsquare (150mm)
   v) Metal Clips for holding paper (1 Pair)
   vi) A pair of compass
   vii) Box file
   viii) Plumb bob & Line
   ix) Building trowel (200mm long)
   x) Portable drawing board (Available in Bookshop)

TEXT BOOKS:-

STRUCTURES: (a) Strength of Material – R.S. Khurmi
(b) Materials & Structures – R. Whitlow

MATHEMATICS: (a) Pure Mathematics – Back House I & II
(b) Mathematics for Technicians series m. III,IV & V but atleast one copy From (a) & (b). OR Engineering Mathematics by A. Stroud.

BUILDING TECHNOLOGY:

(a) Construction Technology – VOL. 1 R. Chudley
(b) Advanced Construction Technology – R. Chudley 3rd Edition.

SURVEYING:

(a) Construction surveying – G.A. Scott (2nd Year)

CERTIFICATE /ARTISAN IN PLUMBING COURSE 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 30-60º 150 mm long
7. Set- Square 45º 150 mm long
8. Protractor
9. A pair of campuses
10. Metal clips to hold drawing papers
11. Foolscaps (a ream)
12. 5 files
13. Exercise books (a4 size – 200 pages)

ARTISAN IN PLUMBING COURSE 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 30-60º 150 mm long
7. Set- Square 45º 150 mm long
8. Protractor
9. A pair of campuses
10. Metal clips to hold drawing papers
11. Portable drawing board (Available in Bookshops)
12. Foolscaps (a ream)
13. 5 files
14. Exercise books (A4 size – 200 pages)

ARTISAN IN MASONRY COURSE REQUIREMENTS:

1. Overall/Dust Coat (Navy Blue)
2. Tape measure 3M
3. Pencil 3 - H.211 & HB (Steadler)
4. Eraser (Pelikan)
5. Technical Drawing Instruments
   (i) A pair of Compass 125mm
   (ii) Protractor
   (iii) T-Square 900mm
   (iv) 30º/60ºsetsquare (150mm)
   (v) 45º setsquare (150mm)
   (vi) Metal Clips for holding paper
   (vii) Plumb-bob & line
   (viii) Building trowel 200mm
   (ix) Spring file
   (x) Construction Technology – R-chudley
   (xi) Brickwork. Vol. 1 – by Nash

DIPLOMA IN QUANTITY SURVEYING COURSE 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

(b) BUILDING ESTIMATION BOOK BY MOHAMMED HAROON
(c) QUANTITY SURVEYING BOOK BY MOHAMMED HAROON

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

TOURISM AND HOSPITALITY MANAGEMENT DEPARTMENT

DIPLOMA/CERTIFICATE IN CATERING & ACCOMMODATION COURSE REQUIREMENTS:

ITEMS TO BE BROUGHT BY CATERING & ACCOMMODATION TRAINEES

1. Food handlers certificate renewable after every six (6 months) –**(compulsory)**
2. Low healed 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**.**

DIPLOMA/CERTIFICATE/ARTISAN IN 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 healed 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.

DIPLOMA IN TOURISM MANAGEMENT/CERTIFICATE IN TOUR GUIDE REQUIREMENTS:

STATIONERY

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

BUSINESS MANAGEMENT & ACCOUNTANCY DEPARTMENT

DIPLOMA IN BUSINESS MANAGEMENT

(a) Quantitative Techniques Simplified By N.A Saleemi or Quantitative Techniques 5th Edition by T. Lucey
(b) Organizational Theory & Behaviour by Nzure
(c) Managerial Accounting By N.A Saleemi
(d) General Principles of Law By Ashiq Hussein

DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT

(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
(c) Competeness and values in Social Work practice Norwich Social Work Monographs
(d) Modern Social Work Theory (2nd Edition) Payne M.
(e) Development Economics (Any Publisher)
(f) Project Management Simplified. PSI Consultation Publication.
(g) Resource Mobilization Fundraising & Management. PSI Consultant Publications
(h) (Revised Edition 2014)

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

(a) Personnel Management By N.A Saleemi
(b) Office Administration & Management By N. A Saleemi
(c) Labour and Industrial Relations (Kenyan Book)

DIPLOMA IN SALES & MARKETING

(a) Salesmanship & Management By N.A Saleemi
(b) Marketing Management By Kottler & Armstrong
(c) Marketing Communication By Bythe

DIPLOMA IN SUPPLY CHAIN MANAGEMENT REQUIREMENTS:

(a) Supply Chain Strategy by Edward Grazelle
(b) Logistics and Supply Chain Management by Martin Christopher.
(c) Storage and Supply of Materials 6th Edition by David Jessop & Alex Morrison
(d) Quantitative Techniques 5th Edition by T. Lucey or N.A. Saleemi (Simplified)

DIPLOMA IN CO-OPERATIVE MANAGEMENT COURSE REQUIREMENTS:

(a) Co-operative Society Act Cap 490
(b) SACCO Act 2007 Government Press NRB
(c) Financial Accounting simplified By N.A Saleemi/Business Accounting 6th Edition by Frank Wood.

STATIONERY:

- ✓ Box file
- ✓ Spring file
- ✓ 1 realm of Ruled foolscaps
- ✓ 1 Dozen A4 200 Pages Exercise Books.
- ✓ Biro Pens

CERTIFICATE IN BUSINESS MANAGEMENT COURSE REQUIREMENTS:

(a) Quantitative Techniques Simplified By N.A Saleemi
(b) Organizational Theory & Behaviour By Nzure
(c) Managerial Accounting By N.A Saleemi
(d) General Principles of Law By Ashiq Hussein

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 Competeness 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 HUMAN RESOURCE MANAGEMENT COURSE REQUIREMENTS:

(a) Personnel Management By N.A Saleemi
(b) Office Administration & Management By N.A Saleemi
(c) Labour and Industrial Relations(Kenyan Book)

CERTIFICATE IN SALES & MARKETING COURSE REQUIREMENTS:

(a) Salesmanship & Management By N.A Saleemi
(b) Marketing Management By Kottler & Armstrong
(c) Marketing Communication By Bythe
(d) Business Finance Module – Strathmore University

CERTIFICATE IN SUPPLIES CHAIN MANAGEMENT COURSE REQUIREMENTS:

(a) Supply Chain Strategy by Edward Grazelle
(b) Logistics and Supply Chain Management by Martin Christopher.
(c) Storage and Supply of Materials 6th Edition by David Jessop & Alex Morrison
(d) Business Finance Module – Strathmore University

CERTIFICATE IN CO-OPERATIVE MANAGEMENT COURSE REQUIREMENTS:

(a) Co-operative Society Act Cap 490
(b) SACCO Act 2007 Government Press NRB
(c) Financial Accounting simplified By N.A Saleemi

STATIONERY

- ✓ Box file
- ✓ Spring file

- ✓ 1 realm of Ruled foolscaps
- ✓ 1 Dozen A4 200 Pages Exercise Books.
- ✓ Biro pens

CERTIFICATE IN CLERICAL OPERATIONS COURSE REQUIREMENT:

TYPEWRITING: First Course 6th Edition -By Archic Drummond & Ann Coles- Mog Ford
STATIONERY:

- ✓ One Ream Printing Papers
- ✓ 1 Dozen A4 200 Pages Exercise Books
- ✓ Box File
- ✓ Spring Files

CERTIFICATE/DIPLOMA IN COMPUTERIZED SECRETARIAL STUDIES

COURSE REQUIREMENT:

SHORTHAND: a.) Pitman New Era (New Course)
b.) Shorthand Dictionary
c.) 700 Common Words

TYPEWRITING: First Course 6th Edition -By Archic 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

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.

ACCOUNTING TECHNICIAN DIPLOMA (ATD) LEVEL 2 REQUIREMENTS:

1. Financial Accounting – Frank Wood 1
2. Principles of Management – N.A. Saleemi
3. Business Mathematics & Statistics – BR Study Text
4. BR Study Text – Fundamentals of Finance

ACCOUNTING TECHNICIAN DIPLOMA (ATD) LEVEL 3 REQUIREMENTS:

1. BR Study Text – Principles of Economics
2. Fundamentals of Management Accounting – BR Study Text
3. Principles of Public Finance & Taxation – BR Study Text
4. Auditing – P. Manasseh.

CPA 1 REQUIREMENT:

1. Financial Accounting 1 – Frank wood
2. Commercial Law – Ashiq Hussein
3. Entrepreneurship & Communication
4. Economics – Mudinda S.
5. Management Accounting – BR – Study Text
6. Public Finance & Taxation – BR Study Text

CPA 2 REQUIREMENT:

1. Company Law – J.J. Ogola
2. Financial Management – BR Study Text.
3. Quantitative Analysis – N.A. Saleemi
4. Financial Reporting – BR Study Text
5. Management Information Systems – BR Study Text
6. Auditing & Assurance – Samuel Wamae

CPA 3 REQUIREMENT:

1. Strategy, Governance & Ethics – BR Study Text
2. Management & Cost Accounting – Collin Drury
3. Financial Management – I.M. Pandey
4. Advanced Public Finance & Taxation – BR Study Text
5. Advanced Auditing & Assurance – BR Study Text
6. Advanced Financial Reporting – BR Study Text

STATIONERY:

- ✓ Box file
- ✓ Spring file
- ✓ 1 realm of Ruled foolscaps
- ✓ 1 Dozen A4 200 Pages Exercise Books.

APPLIED SCIENCES & COSMETOLOGY DEPARTMENT

DIPLOMA IN ANALYTICAL CHEMISTRY REQUIREMENTS:

1. Protective Clothing
   a) White Laboratory Coat
   b) Gas Mask
   c) Goggles
   d) Rubber Gloves
2. Scientific Calculator
3. Text Books
   a) Fundamentals of Analytical Chemistry by Skoog
   b) A text book of Organic Chemistry by Vishashtra
   c) A text book of Quantitative and Qualitative Inorganic by Vogel.
4. Stationaries
   a) One box file
   b) Three spring files
   c) One ream of ruled foolscaps
   d) One dozen A4 200 pages exercise books.
   e) Biro Pens

DIPLOMA IN APPLIED BIOLOGY COURSE REQUIREMENTS:

1. Dissecting Kit
2. White Laboratory coat
3. Rubber gloves
4. Scientific Calculator
5. A text book in Human Anatomy and Physiology by David Shier

STATIONERIES

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

CERTIFICATE IN SCIENCE LABORATORY TECHNOLOGY COURSE REQUIREMENTS:

1. Dissecting Kit
2. Laboratory coat (White)
3. Safety goggles
4. Hand gloves
5. Scientific calculator
6. 4-figure Advanced Mathematical Table
7. Textbooks as shown below;
   (a) Physics Ordinary Level Physics by Nelkon and Parker
   (b) Chemistry Certificate by Holderness
   (c) Biology A functional approach students Manual by Roberts and T J Kings
   (d) Either Technician Safety and Laboratory practice by M.D. Hawkins or Laboratory Organization and Administration by K. Guys.

HAIR DRESSING AND BEAUTY COURSE 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

CRAFT/DIPLOMA IN ELECTRICAL & ELECTRONICS ENGINEERING/ARTISAN IN ELECTRICAL INSTALLATION COURSE 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

DIPLOMA IN MECHANICAL ENGINEERING (PLANT OPTION) COURSE 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 30-60º 150mm long
7. Set- Square 45º 150mm long
8. Protractor
9. A pair of campuses
10. Metal clips to hold drawing papers
11. Foolscaps (a ream)
12. 5 files
13. Exercise books (A4 size – 200 pages)

TEXT BOOKS

1. Mathematics: (i) Mathematics for Technicians level 4&5 by Bird & May.
   (ii) Engineering Mathematics by Straud I&II
2. Mechanical Technology:
   (i) Basic Engineering thermodynamics by Reyner & Joel
   (ii) Applied thermodynamic by Eaststop & McConkey
   (iii) Strength of Materials by Ryder
   (iv) Mechanics of machines Elementary Theory & Examples by J. Hanner
   (v) Strength of materials by R.C. Stephens.
3. Engineering Drawing by K. Noring

4. Shreves Chemical Process Industries 4th Edition by George T. Austin
5. Plant Operator handbook by S. Elonka
6. Factory Plant & Maintenance Services by Pourcher

DIPLOMA IN AUTOMOTIVE ENGINEERING COURSE REQUIREMENTS:

(a) Overall/overcoat
(b) Scientific calculator
(c) S.M.P-4 Figure advanced mathematical table
(d) Mathematical set
(e) T. square 900 mm long
(f) Set-square 30-60º 150mm long
(g) Set- Square 45º 150mm long
(h) Protractor
(i) A pair of campuses
(j) Metal clips to hold drawing papers
(k) Foolscaps (a ream)
(l) 5 files
(m) Exercise books (a4 size – 200 pages)

TEXT BOOKS

1. Mathematics: (i) Mathematics for Technicians level 4&5 by Bird & May.
   (ii) Engineering Mathematics by Straud I&II
2. Mechanical Technology
   (i) Basic Engineering thermodynamics by Reyner & Joel
   (ii) Applied thermodynamic by Eaststop & McConkey
   (iii) Strength of Materials by Ryder
   (iv) Mechanics of machines Elementary Theory & Examples by J. Hanner
   (v) Strength of materials by R.C. Stephens.
3. Engineering Drawing by K. Moring
4. Hilliers fundamentals of Motor Vehicle Technology. 5th edition by V.A. Hillier & Peter C.
5. Hillier fundamental of Automotive Technology Electronics 2nd Edition by V.A. N. Hillier
6. Light and Heavy Technology 4th Edition by M.J. Nunney.

CERTIFICATE IN AUTOMOTIVE ENGINEERING COURSE 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 30-60º 150mm long
7. Set- Square 45º 150mm long
8. Protractor
9. A pair of campuses
10. Metal clips to hold drawing papers
11. Foolscaps (a ream)
12. 5 files
13. Exercise books (A4 size – 200 pages)

TEXT BOOKS

1. Mathematics: (i) Mathematics for technicians Level 1&2 by Bird and May
   (ii) Applied Mathematics for craft engineering by Prof. J. M. Upal

2. Engineering science: (i) Science for Motor vehicle technicians by Zammit
   (ii) Mechanical Engineering Science by Hannah & Hillier

3. Engineering drawing by K. Moring
4. Technical drawing today book 2 by Driscoll
5. Hillier fundamentals of Motor vehicle Technology 5th Edition by V.A Hillier & Peter C.
6. Hillier Fundamental of Automotive technology Electronics 2nd Edition by V.A. N. Hillier
7. Light and Heavy Technology 4th Edition by M.J. Nunney.

ARTISAN IN MOTOR VEHICLE MECHANICS COURSE 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 30-60º 150mm long
7. Set- Square 45º 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 COMMUNICATION TECHNOLOGY/CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY COURSE REQUIREMENTS:

1. Scientific Calculator
2. Flash disk - At least 1GB

STATIONERIES

- ✓ 10 Blank Compact Disks
- ✓ Three spring files
- ✓ One ream ruled foolscaps
- ✓ One dozen A4 200 Pages exercise books

DIPLOMA IN INFORMATION STUDIES/CERTIFIFCATE IN INFORMATION STUDIES COURSE REQUIREMENTS:

STATIONERIES

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