



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/FO-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 ...**7<sup>th</sup> MAY 2018** 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.**

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: \_\_\_\_\_ Exam index no: \_\_\_\_\_ (Attach copy of certificate /result slip)  
Previous institution/school: \_\_\_\_\_  
P O BOX \_\_\_\_\_ Postal code: \_\_\_\_\_  
Any disability :( YES/NO) \_\_\_\_\_ IF yes (MILD/SEVERE) \_\_\_\_\_  
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)

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)

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

**SECTION III: COURSE DETAILS**

Course: \_\_\_\_\_  
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 <sup>ST</sup> TERM (NEW STUDENTS)	2 <sup>ND</sup> TERM	3 <sup>RD</sup> 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
	<b>TOTALS</b>	<b>23,050.00</b>	<b>18,700.00</b>	<b>18,700.00</b>

**NOTES:**

- 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 should be made for accommodation.  
**NB:** This does not include meals. Institute meals will be on a Pay as You Eat (**PAYE**) basis.
- Attachment fee of **Ksh.2,250** is charged a term preceding the attachment term.
- 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
- NO CASH SHALL BE ACCEPTED**

**GEOFFREY M. RUKUNJA**  
**CHIEF PRINCIPAL**

## **SPECIFIC COURSE REQUIREMENTS**



**THE MERU NATIONAL  
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### **DEPARTMENT OF AGRICULTURE**

#### **TRAINEES REQUIREMENT**

1. Overall/Dust coat (Green 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.
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#### **DIPLOMA IN BUILDING TECHNOLOGY/CIVIL ENGINEERING 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 3<sup>rd</sup> Edition.

**SURVEYING**

(a) Construction surveying – G.A. Scott (2<sup>nd</sup> Year)

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**CRAFT CERTIFICATE 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° 150mm long
  7. Set- Square 45° 150mm long
  8. Protractor
  9. A pair of compasses
  10. Metal clips to hold drawing papers
  11. Foolscaps (a ream)
  12. 5 files
  13. Exercise books (a4 size – 200 pages)
- 

**DIPLOMA/CERTIFICATE IN CATERING & ACCOMMODATION**

**COURSE REQUIREMENTS**

**ITEMS TO BE BROUGHT BY CATERING & ACCOMMODATION TRAINEES**

**ALL THESE MONIES TO BE PAID TOGETHER WITH THE FEES**

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

### **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 IN ACCOUNTANCY REQUIREMENTS**

1. Economics Simplified By Saleemi
2. Quantitative Techniques 5<sup>th</sup> Edition by T. Lucey
3. Public Relations by Frank Jerkins
4. Business Accounting Volume 6<sup>th</sup> Edition by – Frank Wood
5. Scientific Calculator.
6. Business Finance Module- Strathmore University

### **STATIONERIES**

- i) One Box file
  - ii) Three spring files
  - iii) One ream ruled foolscaps
  - iv) One dozen A4 200 Pages exercise books
  - v) Biro Pens
- 

### **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**

**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**

- a) One Box file
  - b) Three spring files
  - c) One ream ruled foolscaps
  - d) One dozen A4 200 Pages exercise books
- 

**DIPLOMA IN AUTOMOTIVE ENGINEERING**

**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 30-60° 150mm long
- g) Set- Square 45° 150mm long
- h) Protractor
- i) A pair of compasses
- 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 2<sup>nd</sup> Edition by V.A. N. Hillier
  6. Light and Heavy Technology 4<sup>th</sup> Edition by M.J. Nunney.
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## **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

### **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 (10<sup>th</sup> or 11<sup>th</sup> 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.

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## **DIPLOMA IN MECHANICAL ENGINEERING**

### **PLANT OPTION 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° 150mm long
7. Set- Square 45° 150mm long
8. Protractor
9. A pair of compasses
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 4<sup>th</sup> Edition by George T. Austin
5. Plant Operator handbook by S. Elonka
6. Factory Plant & Maintenance Services by Pourcher

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## **DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY/CERTIFICATE IN**

### **INFORMATION COMMUNICATION TECHNOLOGY REQUIREMENTS**

1. Scientific Calculator
2. Flash disk Atleast 1 GB

#### **STATIONERIES**

- 10 Blank Compact Disks
- Three spring files

- One ream ruled foolscaps
  - One dozen A4 200 Pages exercise books
- 

## **DIPLOMA IN INFORMATION STUDIES/CERTIFICATE IN INFORMATION STUDIES**

### **REQUIREMENTS**

#### **STATIONERIES**

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

## **CERTIFICATE IN CLERICAL OPERATIONS**

### **COURSE REQUIREMENT**

**TYPEWRITING:** FIRST COURSE 6<sup>TH</sup> EDITION -BY ARCHIC DRUMMOND & ANN COLES- MOG FORD

#### **STATIONERY:**

- a. ONE REAM PRINTING PAPERS
  - b. 1 DOZEN A4 200 PAGES EXERCISE BOOKS
  - c. BOX FILE
  - d. SPRING FILES
- 

## **BUSINESS & MANAGEMENT DEPARTMENT**

### **LIST OF TEXT BOOKS FOR NEW STUDENTS REQUIRED ON ADMISSION**

#### **1. DIPLOMA IN BUSINESS MANAGEMENT**

- (a) Quantitative Techniques Simplified By N.A Saleemi or Quantitative Techniques 5<sup>th</sup> 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

#### **2. 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 (2<sup>nd</sup> Edition) Payne M.
- e) Development Economics (Any Publisher)
- f) Project Management Simplified. PSI Consultation Publication.
- g) Resource Mobilization Fundraising & Management. PSI Consultant Publications (Revised Edition 2014)

### **3. 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)

### **4. DIPLOMA IN SALES & MARKETING**

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

### **5. DIPLOMA IN SUPPLY CHAIN MANAGEMENT**

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

### **6. DIPLOMA IN CO-OPERATIVE MANAGEMENT**

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

### **STATIONERY**

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

## **BUSINESS & MANAGEMENT DEPARTMENT**

### **LIST OF TEXT BOOKS FOR NEW STUDENTS REQUIRED ON ADMISSION**

#### **1. CERTIFICATE IN BUSINESS MANAGEMENT**

- (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

#### **2. CERTIFICATE IN SOCIAL WORK**

- (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 (2<sup>nd</sup> Edition) Payne M.
- (d) Development Economics (Any Publisher)

#### **3. CERTIFICATE 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)

#### **4. CERTIFICATE IN SALES & MARKETING**

- a) Salesmanship & Management By N.A Saleemi

- b) Marketing Management By Kottler & Armstrong
- c) Marketing Communication By Bythe
- d) Business Finance Module – Strathmore University

**5. CERTIFICATE IN SUPPLIES CHAIN MANAGEMENT**

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

**6. CERTIFICATE IN CO-OPERATIVE MANAGEMENT**

- 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
- 

**DIPLOMA IN TOURISM MANAGEMENT/CERTIFICATE IN TOUR GUIDE**

**REQUIREMENTS**

**STATIONERIES**

- Three spring files
  - One ream ruled foolscaps
  - One dozen A4 200 Pages exercise books
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**DEPARTMENT OF APPLIED SCIENCES**

**SCIENCE LABORATORY TECHNOLOGY TRAINEES REQUIREMENTS**

1. Dissecting Kit
  2. Laboratory coat (White)
  3. Safety goggles
  4. Hand gloves
  5. Scientific calculator
  6. 4-figur 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.
-