



**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..... **Module 1/Year 1**

1. Reporting Date is..... **4/9/2017**..... and not later than.....
2. Admissions take place from Monday to Friday during working hours from 8:00 a.m. to 1.00 p.m.
3. 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.
4. Fees for the term must be paid in full as shown on 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:
  - a) CO-OPERATIVE BANK OF KENYA, Account No.**01129075143100**
  - b) HOUSING FINANCE, Account No.**7040000867**
  - c) KENYA COMMERCIAL BANK, Account No. **1197847472**

**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.

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

REGISTRAR:.....



THE MERU NATIONAL  
POLYTECHNIC

Technology for Innovation & Development

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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 three clear photocopies of your result slip or a certificate.
5. Three photocopies of National ID card both sides. ***(Yours and that of your parent/guardian)/Waiting card***
6. Original and three clear photocopies of your leaving certificate.
7. Three colour passport
8. Original & three clear Photocopies of your Birth Certificate.

### **You will also be required to bring 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)



**STUDENT'S PERSONAL DETAILS**

**MNP/PD/REG/FO03**

**Attach Recent**

**Color Passport**

**Size Photograph**

Date of admission: \_\_\_\_\_ Adm NO: \_\_\_\_\_

**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: \_\_\_\_\_



**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 breathing habitual  
    Adenoids
- 
3. Ears  
    Hearing voice                      - Right  
  - Left
- 
4. Mouth and Teeth
- 
5. Gland 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) Faeces.
- 
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.
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Signature of the registered medical practitioner: .....

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



THE MERU NATIONAL  
POLYTECHNIC  
Technology for Innovation & Development

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

	<b>VOTE HEAD</b>	<b>1<sup>ST</sup> TERM(NEW STUDENTS)</b>	<b>2<sup>ND</sup> TERM</b>	<b>3<sup>RD</sup> TERM</b>
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:**

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 Polytechnics 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**
- 4. NO CASH SHALL BE ACCEPTED**

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

## SPECIFIC COURSE REQUIREMENTS



THE MERU NATIONAL  
POLYTECHNIC  
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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.

#### **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)

#### **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)

## **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)
2. Low heeled closed black leather shoes
3. Uniform (production & Service) Ksh.4,000
4. Glass clothes – 2
5. Kitchen Clothes – 2
6. Waiters Clothes – 2
7. Dusters (Wipers) – 2
8. Oven gloves – 1 Pair
9. Recipe Cards – Packet.
10. Recipe File - 1
11. 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.

### **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**

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

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## **CERTIFICATE/DIPLOMA IN FASHION DESIGN COURSE REQUIREMENTS**

1. Tracing wheel
2. A sharp pair of scissors for cutting fabric
3. Paper cutting scissors
4. Tape measure
5. French curves (set)
6. Set square 45°
7. Quarter Scale Ruler (do not photocopy)
8. 30cm ruler
9. Tool box for keeping small tools

## **SMALL TOOLS**

1. Dress makers pins
2. Seam Ripper
3. Thimble
4. Rubbers
5. Bobbin & case for 15N, 20u or 188
6. Machine needles 14 flat & 18 round
7. Hand needles (assorted)
8. Paper Scissors

## **BOOKS**

1. **METRIC PATTERN CUTTING BY WINFRED ALDRICH**
  - a) Men's Wear
  - b) Women's Wear
  - c) Children's Wear
2. 2 large plain books
3. Sketch book
4. Tracing papers
5. Glue (print)
6. Cell tape
7. Dust coat (white)

## **STATIONERY**

- 1) Pencils HB, 2&4
- 2) Coloured pencils
- 3) Rubber (good quality)
- 4) 3 felt pens (different colours)
- 5) Mathematical set.

**NB:** the above tools may be found in any singer shop or ordinary shop. Text books can be found at Text book Centre, Book Point Moi Avenue and Savannah's book shops, all in Nairobi

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## **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 Stroud I&II
2. Mechanical Technology (i) Basic Engineering thermodynamics by Reynier & Joel  
(ii) Applied thermodynamic by Eastop & 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. Hillier 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.

## **REQUIREMENTS FOR CRAFT/DIPLOMA IN ELECTRICAL/ELECTRONICS ENGINEERING**

### **BOOKS**

1. Electronics – De green level 1,II,III,IV
2. Electrical Technology – By Edward Hughes (Recent)
3. Electrical Technology – By A/C and BL Theraja
4. Technician Mathematics II BY Bird and May (third Edition)

### **DIPLOMA STUDENTS TEXT BOOKS**

1. Engineering Mathematics by Stroud
2. Higher Engineering Mathematics by J. Bird
3. Advanced Engineering Mathematics by Stroud
4. Pure Mathematics 1 & 2 by J. K. Backhouse & S.P.T. Houldsworth.

## **GENERAL REQUIREMENTS FOR DIPLOMA / CERTIFICATE IN ELECTRICAL AND ELECTRONICS ENGINEERING**

- Tools & Equipment
- Dust coat – Light Blue
- Soldering Gun
- Soldering sucker
- Soldering gun holder
- Screw driver (star & flat)
- Tester
- Pliers, Nozzle pliers
- Size cutter
- Bending Spring (20mm)
- Electric Knife

### **Drawing**

- T-square
- Set squares (60& 45)
- Protractor
- Dividers & compasses
- Ruler

### **STATIONERY**

- 1 Box file
  - 3 Spring Files
  - 1 Ream of Ruled Foolscaps
  - 1 Dozen A4 200 pages Exercise Books
  - Scientific Calculator
  - Mathematical Table (SMP)
- 

## **FOOD & BEVERAGE COURSE REQUIREMENTS**

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

12. Food handlers certificate renewable after every six (6 months)
13. Low healed closed black leather shoes
14. Uniform (production & Service) Ksh.4,000
15. Glass clothes – 2
16. Kitchen Clothes – 2
17. Waiters Clothes – 2
18. Dusters (Wipers) – 2
19. Oven gloves – 1 Pair
20. Recipe Cards – Packet.
21. Recipe File - 1
22. Practice Accessories Kshs.960

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

### **STATIONERY**

- x) Exercise books A4 200 pages, 1 dozen

- xi) Pens (Blue and Red) 4
- xii) Manila papers 1 dozen (assorted colours)
- xiii) Glue 1 bottle – 160 gms
- xiv) Office pins 1 pkt
- xv) Spring files (3)
- xvi) Thumb Tucks (5 Packets)
- xvii) Masking Tape 3 pieces
- xviii) 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**

3. Mathematics - (i) Mathematics for Technicians level 4&5 by Bird & May.  
(ii) Engineering Mathematics by Straud I&II
4. 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 Pland& Maintenance Services by Pourcher
- 

**DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY/CERTIFIFCATE IN INFORMATION COMMUNICATION TECHNOLOGY REQUIREMENTS/ DIPLOMA IN INFORMATION STUDIES/ CERTIFICATE IN INFORMATION STUDIES**

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
- 

**CERTIFICATE/DIPLOMA IN SECRETARIAL STUDIES**

**COURSE REQUIREMENT**

**SHORTHAND**

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

**TYPEWRITING**

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

**BUSINESS ENGLISH**

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

**STATIONERY**

- a. ONE REAM PRINTING PAPERS
- b. FOUR PENCILS (HB 110 PENCILS)
- c. ONE INK RUBBER AND PENCIL ERASER
- d. RULER
- e. 1 DOZEN A4 200 PAGES EXERCISE BOOKS
- f. BOX FILE
- g. 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