

MITUNGUU TECHNICAL TRAINING INSTITUTE



COMPETENCY IN SKILLS TRAINING
P.O BOX 64, 60204-MITUNGUU, MERU.
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PASSPORT
SIZE
PHOTOGRAPH

TO.....

RE: ADMISSION FOR TRAINING

I am pleased to inform you that you have been selected for admission to **Mitunguu Technical Training Institute** to study.....
.....for.....year(s)

You are required to report to the institute on..... but not later than.....

Admission takes place from **Monday** to **Friday** during working hours **8:00am** to **4:00pm**. The Institute is located about 14KM from Nkubu town along Nkubu-Mitunguu Road. It is next to mitunguu Airstrip along the tarmac highway (MATI ROAD). Board a matatu from Nkubu town.

You can also access the Institution through Ena – Kathwana – Mitunguu Road. Upon admission, the institute will register the trainee with KUCCPS to be considered for government capitation of ksh 30,000. Trainees will also be assisted to fill the HELB loan forms/Bursaries and county government bursaries can be applied for. WE DO NOT ACCEPT **CASH MONEY** OR **PERSONAL CHEQUE**.

Yours Faithfully,

Joseph Kobia Thaimuta (Mr)

Principal



APPROVED TVET FEE STRUCTURE PER YEAR

	<u>VOTE HEAD</u>	<u>AMOUNT (KSH)</u>
1	School Equipment & Stores(SES)	30,480.00
2	Personal Emoluments(PE)	11,520.00
3	Electricity, Water and Conservancy (EWC)	3,260.00
4	Local transport and travel(LT&T)	2,985.00
5	Repair maintenance and improvement(RMI)	1,645.00
6	Activity fee	3,350.00
7	Industrial attachment	3,000.00
	Total	56,240.00
	Less Government Capitation Fund	30,000.00
	Total	26,240.00

NOTES:

The above fee covers **tuition only** and exclusive of;

- (i) Boarding fees
- (ii) National examination fees
- (iii) Professional bodies fees

Other monies payable by KUCCPS Trainees

- (a) Caution money **Kes 500**, Application fee **Kes 300**, Registration fee **Kes 300** and Students' ID **Kes 250** to be paid by new students.
- (b) Students welfare fee **Kes 400** to be paid by both new students and continuing students.

The institute fees is payable through **Bankers cheque, Money order, Direct deposit** to the institute's **Collection Account No: 1169208630 IN KENYA COMMERCIAL BANK (KCB).NKUBU BRANCH**

No Bankers cheques or Money order should be deposited before presentation for receipting at the institute.

Students should register with KUCCPS to be considered for government capitation.

HELB loans/Bursaries and County government bursaries can be applied for.

NO CASH SHALL BE ACCEPTED.



Joseph Kobia Thaimuta
Principal



TRAINEE'S PERSONAL DETAILS

Date of admission: _____ Adm No: _____

SECTION I: TRAINEE'S PERSONAL DETAILS

Full name: _____
Gender: _____ Date of birth/age: _____ Marital status: _____
ID NO: _____ (attach a copy of the ID)
Mobile No: _____
PO BOX: _____ Postal Code: _____
County: _____
Sub County: _____ constituency: _____
Division: _____
Location: _____ sub-location: _____
Highest level of education/training: _____
Grade obtained: _____
Year completed: _____ exam index no: _____ (attach a copy of 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 a copy of your ID card)
MOBILE NO: _____
Occupation: _____
Other source of income: _____
Is father alive?(YES/NO) _____ (If no, attach evidence of death)

Mother's name: _____
ID NO: _____ (attach a copy of your ID card)
Mobile NO: _____
Occupation: _____
Other source of income: _____
Is mother alive?(YES/NO) _____ (If no, attach evidence of death)

Guardian's name: _____
ID NO: _____ (attach a copy of your ID card)
Mobile NO: _____
Occupation: _____

ANY OTHER CONTACT PERSON

Name: _____
Relationship: _____
Mobile NO: _____
Occupation: _____

SECTION III: COURSE DETAILS

Course: _____

Duration: _____ Level: _____

Fees payable per year Ksh. _____

SIBLINGS IN SCHOOL/INSTITUTION

Name	School/Institution	Level	Age	Fees Charged Per year (Attach Evidence)

SIBLINGS WORKING

Name	Income	Employer and address

Briefly provide any other relevant information.

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: _____

GENERAL REQUIREMENTS

UNIFORM

There is no uniforms for the institute. 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: The Institute's 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. Students' personal details form duly filled.
 4. Original and three clear copies of your result slips or a certificate.
 5. Three copies of National ID card. (Yours and parents/guardian)
 6. Original and three clear copies of your leaving certificate.
 7. Three colored passport size photographs.
- A towel
 - Personal effects (tissue, toothbrush, toothpaste, soap e.t.c)
 - A plate, spoon and a cup.
 - Washing bucket
 - Mosquito net
 - Bedding (blankets, bed sheets and bed cover)
 - 1 padlock
1. A pair of Truck Suit (Navy-blue).
 2. A pair of Rubber shoes or sport shoes.

**REQUIREMENTS FOR DIPLOMA IN ELECTRICAL
AND ELECTRONICS ENGINEERING**

BOOKS

1. Scientific Calculator
2. SMP- 4 Figure Advanced Mathematics Table
3. **NB: The following Books are relevant for the course and are available online**
 - a. Higher Engineering Mathematics By J.O Bird (Sixth Edition)
 - b. Electrical Technology By B L Theraja
 - c. Principles Of Electronics By V.K Mehta And Rohit Mehta
 - d. Higher Engineering Mathematics By K.A Stroud (Sixth Edition)

TOOLS AND EQUIPMENTS

1. Overall/ Dust-Coat – Navy Blue
2. A Set of at least 4 Screwdrivers (different sizes - star and flat)
3. Phase Tester
4. Digital Multimeter
5. Pliers, Nozzle Pliers
6. Electrician Knife
7. Side Cutter
8. Spirit Level
9. Tape Measurement (3m)
10. Safety Boots (Leather)
11. ½ LB Ball Pein Hammer
12. Soldering iron (25W to 100W)

DRAWING

1. T-Square (1M Long)
2. Set Square (60 & 45)
3. Drawing Set
4. 1 Roll of Masking Tape

STATIONERY

1. 1 Box File
2. Drawing Pencils HB, H, 2H
3. Eraser
4. 3 spring file
5. 1 ream of ruled foolscaps
6. 1 dozen A4 200 pages exercise book

**REQUIREMENTS FOR CRAFT/ARTISAN CERTIFICATE IN
ELECTRICAL AND ELECTRONICS ENGINEERING**

BOOKS

1. Scientific Calculator
 2. SMP- 4 Figure Advanced Mathematics Table
- NB: The following Books are relevant for the course and are available online**
- a) Technician Mathematics Level I And II
 - b) Electrical Technology By B L Theraja
 - c) Principles Of Electronics By V.K Mehta And Rohit Mehta

TOOLS AND EQUIPMENTS

1. Overall/ Dust-Coat – Navy Blue
2. Soldering Sucker
3. A Set of at least 4 Screwdrivers (different sizes - star and flat)
4. Phase Tester
5. Digital Multimeter
6. Pliers, Nozzle Pliers
7. Electrician Knife
8. Bending Spring (20mm)
9. Side Cutter

11. Tape Measurement (3m)
12. Safety Boots (Leather)
13. ½ LB Ball Pein Hammer
14. Soldering iron (25W to 100W)

DRAWING

1. T-Square (1M Long)
2. Set Square (60 & 45)
3. Engineering Drawing Set
5. Drawing Pencils HB, H, 2H
6. Eraser
7. 1 Roll of Masking Tape

STATIONERY

1. 1 Box File
2. 3 Spring File
3. 1 Ream Of Ruled Foolscaps
4. 1 Dozen A4 200 Pages Exercise Book

REQUIREMENTS FOR ARTISAN / CERTIFICATE IN PLUMBING

BOOKS

1. Scientific Calculator
2. SMP- 4 Figure Advanced Mathematics Table

TOOLS AND EQUIPMENT

1. Overall/ Dust-Coat – Navy Blue
2. Safety Boots (Leather)
3. Spirit Level (1 FT)
4. Tape Measurement (3m)
5. Metallic Square
6. Hacksaw frame and blades

DRAWING

-
1. T-Square (1m Long)
 2. Set Square (60 & 45)
 3. Drawing Set
 4. Pencil (HB , H, 2H)
 5. Eraser
 6. 1 Roll of Masking Tape
 7. Eraser

STATIONERY

1. 1 Box File.
2. 3 Spring File.
3. 1 Ream of Ruled Foolscaps.
4. 1 Dozen A4 200 Pages Exercise Book.

SPORT

1. A pair of Truck Suit (Navy-blue).
2. A pair of Rubber shoes or sport shoes.

REQUIREMENTS FOR DIPLOMA/CRAFT CERTIFICATE IN AGRICULTURE

BOOKS

3. Scientific Calculator
4. SMP- 4 Figure Advanced Mathematics Table

NB: Books are available online

TOOLS AND EQUIPMENTS

1. Overall/ Dust-Coat – Green
2. Tape Measurement (3m)
3. Gum Boots

DRAWING

1. T-Square (1M Long)
2. Set Square (60 & 45)
3. Engineering Drawing Set
4. Drawing Pencils HB, H, 2H
5. Eraser
6. Roll of Masking Tape

STATIONERY

1. 1 Box File
2. 3 Spring File
3. 1 Ream Of Ruled Foolscaps
4. 1 Dozen A4 200 Pages Exercise Book

REQUIREMENTS FOR SECRETARIAL STUDIES

COURSE REQUIREMENT

Shorthand

- a) Pitman new era short hand(Anniversary Edition)
- b) Shorthand dictionary
- c) 700 common words

Typewriting

- a) First course 6th edition – by archic drummond and ann coles- mog ford

Business English

- a) English for business studies by: 1. Gartside (third edition)

Stationery

- a) One ream of printing papers
- b) Six pencils (HB 110 pencils)
- c) One ink rubber
- d) Ruler
- e) 6 A4 200 pages exercise books
- f) Box file
- g) Spring files
- h) 2 pieces CD-Rewritable (CD RW)
- i) 6 shorthand pads
- j) Scientific Calculator

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MEDICAL FORM

NOTE: To be filled by a registered medical practitioner from a government hospital.

PAYMENT FOR THE MEDICAL EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPLICANT.

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

ADM NO:

- | | |
|--------------------|----------------------|
| 1. Eyes and Vision | Unaided Right – Left |
| Aided Right –Left | Colour Blind |
| Vision 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
With special reference to any tubercular tendencies

7. Heart

8. Spinal column

9. a) Urine (For female students please state if pregnant or not)
b) Faeces.

10. Spleen, Piles and varicose veins.

11. Liver

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

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

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

Address:.....Official stamp and

Date:.....

REQUIREMENTS FOR CERTIFICATE IN BUILDING

CONSTRUCTION TECHNOLOGY

TOOLS & EQUIPMENTS

1. Overall (Navy Blue)
2. Tape measure 3m
3. Plum-bob
4. Building trowel 200mm

DRAWING

- a. A pair of compass 125mm
- b. Protractor
- c. Drawing set
- d. T-square 900mm
- e. 30o/60o setsquare (150mm)
- f. 45o setsquare (150mm)
- g. Pencil 3H , 211 &HB (Steadler)
- h. Eraser (Pelikan)

STATIONERY

1. Scientific calculator
2. Smp-4 figure Advanced Mathematic Table
3. Spring file
4. Exercise books & pens

REQUIREMENT FOR BEAUTY THERAPY

MANICURE AND PEDICURE

1. Nail file fake nails(hands) 4 pkts
2. Buffer legs 4packets
3. Oranges stick(1packet) professional scissors
4. Cuticle cream, Apricot scrub,Spatula (1 packet)
5. Massage oil. Serviettes
6. Nail polishes (different shades)
7. Basecoat, topcoat and French polish
8. Manicure set, Foot scraper, Corn scilcer
9. Purnice stone(white 4)
10. Face towels (3 medium size)
11. White towels (3 medium size)
12. White apron, Nail remover, Surgical spirit, Cotton wool

Tweezing threading and facial

13. Thread, Bowls(small aluminum(3)
14. Cleanser,Toner, Moisturizer, Facial scrub, Sunscreen

Makeup

- i. Concealer, Foundation, Powder
- ii. Eyeshadows, Lipsticks(different colours
- iii. Liquid eyeliner, Black eye pencil
- iv. Mascara, fake lashes (strip lashes 3 pkts, individual 3 pkts.

WAXING

Baby Powdwer, Waxing Strip/ Cotton Jinja

MASSAGE

- i. 3large towels
- ii. Moisturizer(lotion), 1 pair white sheets
- iii. Legano body scrub

HAIR DRESSING STUDENTS' REQUIREMENTS

1. Different types of combs, tail comb, fake combs, afro combs and round comb
2. Hair food
3. Treatment (different types)

4. Moisturizer (pink lotion)
5. Styling gel
6. Blue medium towels (3)
7. Relaxer (different types)
8. Popcorn net
9. Moulding gel
10. Braids (5pkts)
11. Short straight weaves (2) ,short curly(2), long straight weaves
12. Long curly weaves
13. Crochet weave, shower cap(2)
14. Apron black
15. Bleach

16. Permanent hair colour (different types)
17. Bee wax
18. Tint bowl, tint brush

Exercise books ½ dozen

Pens

Requirements for Diploma in Building Technology

1. 10 A4 Exercise Books
2. T-Square
3. Drawing Set(Engineering Set)
4. 5 HB Pencil
5. 3 2H Pencil
6. Ruler
7. Rubber
8. Pens
9. Paper File
10. Scientific Calculator

REQUIREMENTS FOR ARTISAN IN BUILDING CONSTRUCTION TECHNOLOGY

TOOLS & EQUIPMENTS

1. Overall (Navy Blue)
2. Tape measure 3m
3. Plum-bob
4. Building trowel 200mm

DRAWING

- i. A pair of compass 125mm
- j. Protractor
- k. Drawing set
- l. T-square 900mm
- m. 30o/60o setsquare (150mm)
- n. 45o setsquare (150mm)
- o. Pencil 3H , 211 &HB (Steadler)
- p. Eraser (Pelikan)

STATIONERY

1. Scientific calculator
2. Spring file
3. Exercise books & pens

REQUIREMENTS FOR AUTOMOTIVE ENGINEERING

BOOKS

Scientific Calculator

SMP- 4 Figure Advanced Mathematics Table

NB: The following Books are relevant for the course and are available online

- a) Basic Engineering Mathematics. By K. A. Stroud.
- b) Maintenance and repair for diesel engines by jean-luc pallas
- c) Automobile mechanical and electrical systems by tom denton

TOOLS AND EQUIPMENTS

- 1. Overall/ Dust-Coat – Navy Blue
- 2. Safety shoes
- 3. Ring spanners – size 6 to 28 S.I(standard)
- 4. Open end spanners – size 6 to 30 (standard)
- 5. Box spanners – size 6 to 34 (standard) and (plus) attachments for box spanners
- 6. Flat end screwdrivers (a set)
- 7. Phillips (star) screwdrivers (a set)
- 8. Multi – purpose pliers
- 9. Side cutter
- 10. Long nose pliers
- 11. Vice grip pliers
- 12. Feeler gauge, 75mm 0.05 to 1.0 mm
- 13. Feeler gauge, 4' blade 0.0015 to 0.021"
- 14. Gap setter
- 15. Circuit tester
- 16. Flash light
- 17. Tape measure
- 18. Spark plug gauge set (round wire)
- 19. Adjustable wrench (small and large)
- 20. Point file
- 21. Ratchet
- 22. Digital multimeter

DRAWING

1. T-Square (1M Long)
 2. Set Square (60 & 45)
 3. Drawing Set
 4. 1 Roll of Masking Tape
-

STATIONERY

1. 1 Box File
 2. Drawing Pencils HB, H, 2H
 3. Eraser
 4. 3 spring file
 5. 1 ream of ruled foolscaps
 6. 1 dozen A4 200 pages exercise book
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**REQUIREMENTS FOR MECHANICAL
ENGINEERING PLANT OPTION**

BOOKS

1. Scientific Calculator
2. SMP- 4 Figure Advanced Mathematics Table
3. **NB: The following Books are relevant for the course and are available online**
 - a) Basic Engineering Mathematics. By K. A. Stroud.
 - b) Power Plant Engineering. By G. R. Nagpal.
 - c) Basic Engineering Thermodynamics. By Raney Joel.

TOOLS AND EQUIPMENTS

1. Overall/ Dust-Coat – Navy Blue
2. Safety shoes
3. Welding goggles / shield
4. Welding gloves
5. Ear muffs
6. Tape measure

DRAWING

- a) T-Square (1M Long)
- b) Set Square (60 & 45)
- c) Drawing Set
- d) 1 Roll of Masking Tape

STATIONERY

- a) 1 Box File
- b) Drawing Pencils HB, H, 2H
- c) Eraser
- d) 3 spring file
- e) 1 ream of ruled foolscaps
- f) 1 dozen A4 200 pages exercise book