

# MITUNGUU TECHNICAL TRAINING INSTITUTE



COMPETENCY IN SKILLS TRAINING  
P.O BOX 64, 60204-MITUNGUU, MERU.  
TEL.0701233591  
Email: [mitunguutechnical@gmail.com](mailto:mitunguutechnical@gmail.com)  
Website: [www.mitunguutechnical.ac.ke](http://www.mitunguutechnical.ac.ke)



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. Board a matatu from Nkubu.

Total fees for the term must be paid in full on the day of reporting for admission.

We do not accept **cash money** or **personal cheque**.

Note that for every cheque, the bank will charge appropriate commission to have them cleared and this charge will be reflected on your fees account.

Yours Faithfully,

Caroline K.Muguna (Mrs)

**Principal**

## **Fees Structure**

	<b>VOTE HEAD</b>	<b>NEW STUDENTS</b>	<b>CONTINUING STUDENTS</b>
1	School Equipment and stores (SES)	3,000.00	3,000.00
2	Personal Emoluments (PE)	3,000.00	3,000.00
3	Electricity water and conservancy (EWS)	1,000.00	1,000.00
4	Local transport and travelling (LT&T)	1,000.00	1,000.00
5	Contingencies	500.00	500.00
6	Repair Maintenance and Improvement (RMI)	500.00	500.00
7	Activity	1,000.00	1,000.00
8	Medical	300.00	300.00
9	Caution Money	500.00	–
10	Development fund	2,000.00	2,000.00
11	ICT Integration	1,000.00	1,000.00
12	Insurance fund	1,000.00	–
13	Registration	300.00	–
14	Student I.D	250.00	–
15	Student Welfare	400.00	400.00
	<b>TOTALS</b>	<b>15,650.00</b>	<b>13,700.00</b>

### NOTES:

- Accommodation fee is kshs. 2000 and should not be deposited in the institute's account prior to confirmation of availability of rooms. A separate banking slip should be made for accommodation.  
**NB:** This does not include meals. Meals will be on a Pay As You Eat (**PAYE**) basis.
- Attachment fee of Kshs. 2250 is charged and should be paid a term preceding the attachment term.
- School fees is payable through bankers cheque, money order, direct deposit to the institute accounts as follows:
  - **Kenya Commercial Bank – Nkubu Branch A/C 1169208630**
- HELB loans/Bursaries and County government bursaries can be applied for.
- 5. NO CASH SHALL BE ACCEPTED.**

Caroline K.Muguna (Mrs)

**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.

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
- Bedding (blankets, bed sheets and bed cover)
- 1 padlock

### **SPORT**

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
10. Spirit Level (1 FT)
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**

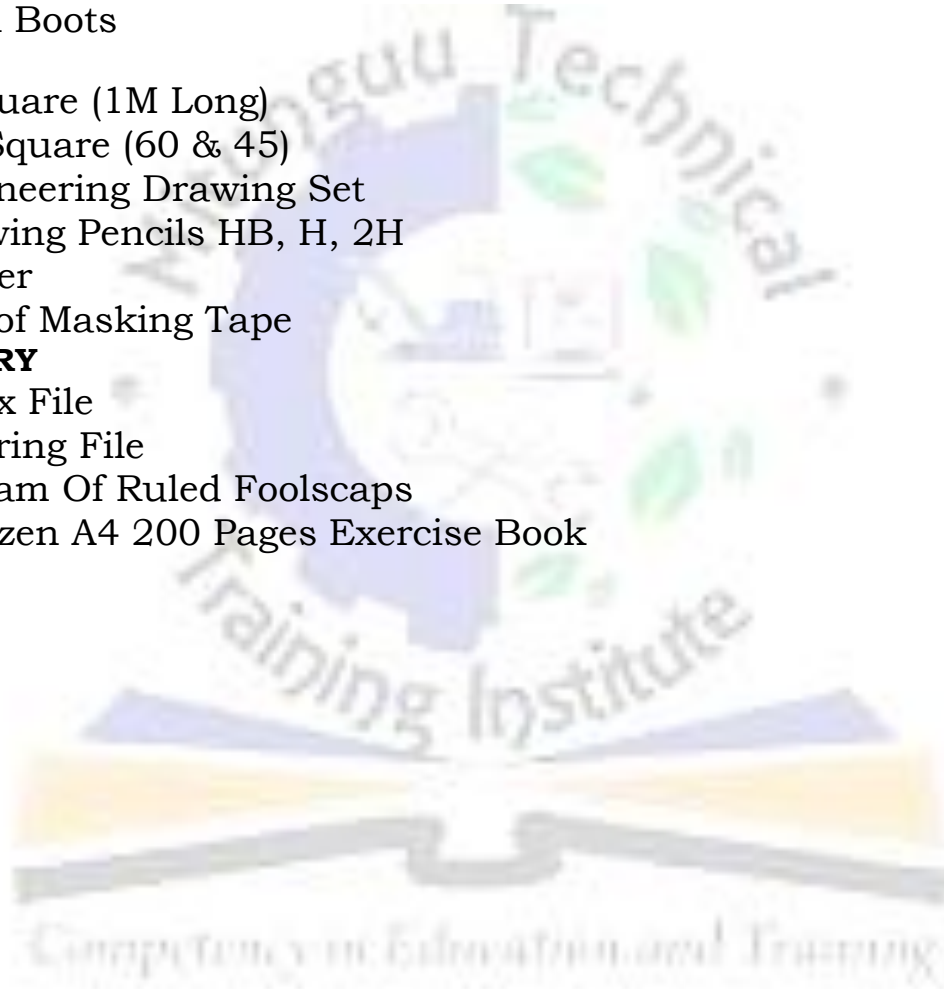
1. Overall/ Dust-Coat – Green
2. Tape Measurement (3m)
3. Gum Boots

### **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 (new course)
- b) Shorthand dictionary
- c) 700 common words

#### Typewriting

- a) First course 6<sup>th</sup> 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

# MITUNGUU TECHNICAL TRAINING INSTITUTE



COMPETENCY IN SKILLS TRAINING  
P.O BOX 64, 60204-MITUNGUU, MERU.  
TEL.0701233591  
Email: [mitunguutechnical@gmail.com](mailto:mitunguutechnical@gmail.com)  
Website: [www.mitunguutechnical.ac.ke](http://www.mitunguutechnical.ac.ke)



## 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:.....