



MURANG'A TEACHERS COLLEGE
P.O. BOX 232 – 01020 KENOL



Mobile: 0721 323 948
Email: mtkenya@yahoo.com
Website: www.murangattc.ac.ke

Serial No: MTC/DPTE/2024/.....

Name _____

Dear Student,

OFFER OF ADMISSION FOR DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE)

Following your application and subsequent placement by KUCCPS, I am pleased to invite you for admission to the College for the three year course in **DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE)**.

You are expected to report on Tuesday, 10th September 2024

Registration will begin at **8:00am** and end at **4:00pm**.

Find the detailed joining instructions for your information and necessary action downloadable www.murangattc.ac.ke/joining-instructions. The details include:

- a) GENERAL REQUIREMENTS
- b) DEPARTMENT REQUIREMENTS AND FEES STRUCTURE
- c) MEDICAL INFORMATION FORM

Please note that registration for the training will only be possible:

- a) **On payment of at least Ksh. 50, 000 of the Year 1 fees and Ksh. 15,700 (For registration for KNEC Assessment). The payment can be by a Bankers Cheque payable to Murang'a Teachers' College or deposit in KCB, Thika Branch Account No. 1108781381 and bring the original bank deposit slip. (Mtaani Agent deposit will NOT be accepted)**

Note: Cash payment or personal cheques are **NOT acceptable**.

- b) Upon verification of academic certificates
- c) Upon verification of other requirements e.g. mattress, textbooks etc.

You should seriously take note of all instructions and bring all required items as per the list in the downloaded document.

For and on behalf of the College Board of Management, members of the top management and staff, I wish to take this opportunity to welcome you to Murang'a Teachers College, Murang'a County. The College will expect hard work from you and other positive contributions for your own good, for the good of the College and our Nation at large.

Thank you.



Purity Ngure Kihara. (Mrs)
PRINCIPAL

GENERAL INFORMATION ABOUT THE COLLEGE

1. Location of the College

Murang'a Teachers College is situated in **MAKUYU** by the Nairobi-Nyeri-Embu-Meru Highway. It is past **THIKA**, near **KENOL TOWN**. From Nairobi, Board Matatus going to Karatina or Kerugoya. **NOT** to Murang'a Town.

2. Correspondence:

The College address is: Murang'a Teachers Training College
P.O. Box 232 - 01020
KENOL

The official mobile number is: 0721 323 948
E-mail: mtckkenya@yahoo.com
College website: www.murangattc.ac.ke

3. College rules and regulations

A copy of the **College Rules and Regulations** is part of the admission letter, as a commitment to abide with the rules and regulations every teacher trainees should read and sign the **Teacher Trainee's Declaration Form** as a trainee's commitment of compliance.

4. College Diet and Medical Care

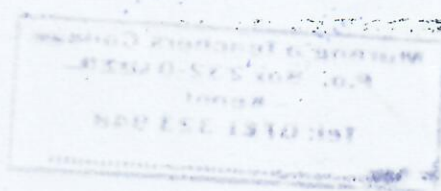
- (a) The College provides a wholesome diet. Any demand for Special Diet will be met if the trainee pays Kshs.5,000/= per term.
- (b) The College sick-bay (dispensary) has qualified staff that caters for minor ailments only. Serious cases are referred to nearby hospitals and the teacher trainee's parent/guardian meets the cost of treatment.

NB. Teacher trainees are encouraged to obtain National Hospital Insurance Fund (NHIF) cover or have a health insurance cover through their parents.

5. Teacher Trainees' conduct

Failure to follow the College rules and regulations or expected code of conduct shall lead measures such as punishment or suspension to deter trainees from bad conduct. Trainees found to be developing a character contrary to what is expected of a teacher will be discontinued from the course.

NB: Parents/Guardians and Teacher trainees are advised to read the whole document for purpose of understanding the College expectations.



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ANNEX 1: ADMISSION REQUIREMENTS
MURANG'A TEACHERS' TRAINING COLLEGE

1. REGISTRATION DOCUMENTS

On admission day, you will be required to bring:-

- i. The following documents for verification.
 - a) Original National Identity Card
 - b) Letter of offer of admission.
 - c) Certified copy of K. C. S. E. Certificate.
 - d) Certified copy of K.C.S.E School Leaving Certificate
 - e) Certified copy of Birth Certificate.
- ii. One clear photocopy of:-
 - (a) National Identity Card
 - (b) **TWO** colour passport size photographs taken within the last three months, certified and stamped by your Chief or Assistant chief.
- iii. Other requirements, in the joining instructions/admission document
 - (a) Duly filled Students Biodata form (Annex 2)
 - (b) Duly filled Medical Certificate (Annex 3)
 - (c) Duly signed Students' Declaration form (Annex 4)

Note.

Ensure that your original National Identity card is returned to you after verification.

2. SUBSIDIES/FEES


You will be expected to pay College fees as indicated in the letter of offer of admission. Fees and plus all other charges are as indicated in the fees structure (Annex 5) attached to these joining instructions. All fees **MUST** be deposited in the College bank account indicated below.

ACCOUNTS NAME	ACCOUNT NO	BANK	BRANCH
MURANG'A TEACHERS COLLEGE	1108781381	Kenya Commercial Bank	Thika

Or pay by a Bankers Cheque payable to Murang'a Teachers' College.

3. BOARDING REQUIREMENTS

- i) Come with a high density mattress 2½ ft wide by 4 inches thickness or ready to buy one in the College at a negotiated price of **Ksh. 2,600/-**.
- ii) Decent bed sheets and blankets.
- iii) A pillow and pillow case
- iv) A pair of black shoes (low heels).
- v) Bathroom towel.
- vi) A plate, a mug and a spoon.
- vii) A night dress / pyjamas
- viii) Plastic bucket
- ix) A pair of bathroom slippers.
- x) Personal effects to last a term.


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- xi) You will need decent and acceptable personal clothes and shoes. This is a Teacher Training College where you must dress officially and decently at all times. **(Distressed/ripped jean trousers and tight/miniskirts are not allowed anywhere in the College compound).**

4. GENERAL TUITION MATERIALS (COMPULSORY)

a) Examinations and classroom assignment

- (i) One (1) ream of Ruled writing paper (Kasuku – A4 50gsm/500sheets)
- (ii) One (1) ream of Photocopy paper (White A4 size 80gms - Paperline brand NOT any other). These papers will be checked during admission.
- (iii) Exercise Books:
 - 200 pages ruled (at least 8 ruled and 2 squared)
 - 48 pages (music manuscript exercise book)
 - 48 Pages graph book
 - 2 Drawing books - size A4

b) Micro Teaching

- (i) Four felt pens - Red, Blue, Black, Green
- (ii) Chalk board ruler
- (iii) Manila sheets (to be bought as need arises)
- (iv) Stencil ruler

c) Physical Health Education

- (i) A pair of sports shoes
- (ii) Stockings for football (both men and women)
- (iii) Hockey Stick (TK) or pay Kshs.1,500/-

d) Art and Craft

Ksh.1,000/= for purchase of Art and Craft materials. This is to your convenience as most of the materials are not available in most bookshops.

e) Religious Education

- i. Good News Bible for CRE or
- ii. Quran for IRE

f) English

- (i) **Literature in English Set Book**
NOVEL - A Spider's Web by Samuel Wachira (Approved by KICD, 2021 Edition)
Publisher - One Planet

g) Kiswahili

- (i) Kamusi Kuu ya Kiswahili by (Longhorn/ Oxford University Press)
- (ii) **Fasihi ya Kiswahili Set Book**
TAMTHILIA - Kifunga Njia na Daniel Okello (Approved by KICD, 2021 Edition)
Publisher – Story Moja

h) Mathematics

- (i) Mathematical Oxford Geometrical set
- (ii) 30cm ruler

i) ICT

- (i) A Smart Phone – Every trainee should have one for online learning.
- (ii) DPTE KNEC Examinations are online. Each teacher trainee is expected to procure his/her own laptop before 1st January 2025.


Laptop minimum specifications

- 1.1. Licensed windows 10 version 22H2 and above;
- 1.2. 14-inch screen (minimum resolution 1920 x 1080);
- 1.3. Integrated Webcam;
- 1.4. HDD 256gb SSD;
- 1.5. Memory 8gb;
- 1.6. Core i3 gen 6 above;
- 1.7. Internal Battery that can last for more than 3hrs;
- 1.8. IEEE 802.11 Wireless capability (ac, g or n).

j) Music

Descant recorder (Yamaha or Ariel)

Other Tuition materials required will be communicated as need arises.




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ANNEX 2-TEACHER TRAINEE BIO DATA
MURANG'A TEACHERS' COLLEGE

1. Name in full (as it appears in KCSE Certificate)
2. ID Number Date of Birth
3. Mobile no..... Email address.....
4. County Sub-County
5. Marital Status Number of Children
6. Number of Siblings (brothers/ sisters)
.....
7. Religion Denomination
8. a) Name of Father/Guardian..... Occupation
- Address Mobile. No.
- b) Name of Mother..... Occupation.....
- Address Mobile. No.
-
9. a) Indicate who will be paying your College fees.....
- b) What is his/her occupation? What is your Relationship.....
10. High Schools Clubs and Societies joined and position held
.....
.....
11. Did you hold any office in any of the clubs/societies named above? Yes/No. If "yes" state the office(s) and clubs/societies e.g. Chairperson- Debating club.
.....
12. Were you ever appointed/elected a leader? Yes/No. If 'yes' for how long were you a leader?
Primary School: Class to duration
- Secondary School: From to duration
13. In which co-curricular activities did you participate?
.....
14. State any activities you participated in within your community since you left school.
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15. Were you employed before joining College? – (Yes/No)
16. If yes state the type of employment e.g. UT (Untrained Teacher), Office work. Give details.....
17. Name of Public Primary School nearest to your home.....
18. Permanent Address Tel. No.
Name of your location
19. Name of Assistant /Chief..... Tel. No.
Signature Official Stamp
20. Signature of Teacher Trainee Date
- Signature of Parent/ Guardian Date



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ANNEX 3 – TEACHER TRAINEE’S MEDICAL CERTIFICATE

MURANG’A TEACHERS COLLEGE

SECTION A - To be completed by the applicant

SECTION B - To be completed by a **Government Medical Officer of Health**

SECTION ‘A’ : TEACHER TRAINEE’S MEDICAL HISTORY

1. Name of applicant:
2. Make a brief statement about any sickness and/or disability that you have suffered from in the past two years
 - a) Nature of sickness and/or disability
 - b) Were you hospitalized? YES/NO. If yes, state where and for how long
 - c) Any special recommendation made by the doctor who treated you
 - d) Any observation you would like to make about your health
3. Bring medical documents of regular treatment with you **IF ANY**. They will be treated with confidentiality.

SECTION ‘B’ : MEDICAL OFFICER’S EXAMINATION REPORT

1. Blood group..... Anaemia
2. General health- Weight..... Height
- Appearance
3. Eyes Unaided: Right..... Left
- Aided: Right Left
4. Colour blind.....Visual fields.....
5. Ears: Sound perceptions; Right
- Left.....
6. Teeth.....
7. Chest
 - a) Heart
 - b) Lungs
 - c) Tuberculosis; special reference to tuberculosis–lesions
 - d) Chest X – ray report
8. Abdomen
 - a) Spleen
 - b) Liver.....
9. Spinal column

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- 10. Other areas, defect or diseases

 - a) Defect of speech/Visibility/Hearing
 - b) Epilepsy
 - c) Urine
 - d) Stool
 - e) Venereal diseases
 - f) Rheumatic diseases

- 11. Physical deformities/impairment
- 12. Female teacher trainees only
 - a) Abdominal palpations
 - b) Pregnant/Not pregnant
 - c) Estimated period of pregnancy
 - d) Additional comment.....

DOCTOR'S ASSESSMENT

I hereby certify that I have this day examined:

Name:
Teacher Trainee's signature

And in my opinion, he/she is fit/unfit for admission into the College as a student.

Any General Observations.....
.....

Medical Officer of Health

Name:-.....

Designation:-.....

Hospital:-.....

Signature:-..... Date..... Stamp.....

Note: The College has the authority to re-examine or send the student to another doctor for re-examination on arrival or at any other time.

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ANNEX 4: TEACHER TRAINEE'S DECLARATION FORM

**MURANG'A TEACHERS' COLLEGE
TEACHER TRAINEE COMMITMENTS**

I accept the offer given to me to train at Murang'a Diploma Teachers Training College and make the following commitments:

- (a) Attending all lessons and carrying out all my academic activities i.e. projects, assignments, examinations and practicum as required failure to which the Kenya National Examinations Council shall be notified.
- (b) Participate in co-curricular activities failure to which this information shall be reflected in the leaving certificate.
- (c) Not engage in violence e.g. fighting and gender violence, theft or destruction of college property, use of falsified documents/forgery, fraud or other forms of dishonesty, drunkenness or taking any drugs including smoking shall be reported to the nearest police station as well as the Teachers Service Commission.
- (d) Lateness when reporting to college: This shall be reported to the Kenya National Examinations Council.
- (e) Failing to obey or show respect to those in authority is punishable by suspension and reporting to the Teachers Service Commission.
- (f) A trainee shall not accommodate a non-trainee in the hostels. Doing so shall result in expulsion from the hostels and suspension.
- (g) The Teachers Service Commission shall be informed if a trainee fails to attend assemblies and any other college programmes.
- (h) Going/sleeping outside the college without official permission will result in suspension.
- (i) Convening or participating in any unauthorized and unlawful assembly/meeting shall result in suspension.

NB

The trainee is expected to maintain cleanliness of the college as well as observe personal hygiene at all times.

DECLARATION BY TEACHER TRAINEE

I declare that I shall abide to the above rules and regulations, failure to which the College disciplinary policy shall apply.

Name of Teacher Trainee Class Admission No.....
 Identity Card Number Signature Date
 Home Address

WITNESS

Name of Parent/Guardian.....
 ID. No..... Signature.....
 Date..... Contact

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**ANNEX 5: FEES/SUBSIDIES FOR DIPLOMA IN PRIMARY TEACHER
EDUCATION (DPTE) – 2024/2025**

**MURANG'A TEACHERS COLLEGE
P.O. BOX 232 – 01020
KENOL**

FEES STRUCTURE AND SUBSIDIES – 2024/2025

S/N	VOTE HEAD	TERM 1	TERM 2	YEAR 1 (KSHS)
1.	BOARDING, EQUIPMENT & STORES (B.E.S)	20,000.00	10,000.00	30,000.00
2.	TUITION, EQUIPMENT & STORES (T.E.S)	1,000.00	1,000.00	2,000.00
3.	LOCAL TRANSPORT & TRAVEL (LT&T)	2,000.00	2,000.00	4,000.00
4.	MEDICAL	1,000.00	0	1,000.00
5.	ACTIVITY	2,000.00	1,000.00	3,000.00
6.	REPAIRS, MAINTENANCE & IMPROVEMENTS (RMI)	2,000.00	1,000.00	3,000.00
7.	VEHICLES REPAIR AND MAINTENANCE (VR&M) AND REPLACEMENT	4,000.00	2,000.00	6,000.00
8.	ADMINISTRATIVE COST	1,500.00	1,000.00	2,500.00
9.	ELECTRICITY, WATER & CONSERVANCY (EWC)	2,000.00	1,956.00	3,956.00
10.	P.E. SUBSIDY & GRATUITY	3,300.00	5,320.00	8,620.00
11.	ICT EQUIPMENT & ACCESSORIES	4,000.00	0	4,000.00
12.	PRACTICUM	1,500.00	1,000.00	2,500.00
13.	STUDENTS GOVERNMENT	600.00	0	600.00
14.	STUDENT ID	300.00	0	300.00
15.	CLUBS, SOCIETIES AND COMMUNITY SERVICE LEARNINGS (CSL)	600.00	0	600.00
	TOTAL	45,800.00	26,276.00	72,076.00
	FUND ACCOUNT			
16.	TRACKSUIT AND P.E. KIT	2,500.00	0	0
17.	PRACTICUM LESSON PLAN BOOK	1,200.00	0	0
18.	KUCCPS	1,500.00	0	0
	TOTAL	5,200.00	0	5,200.00
	GRAND TOTAL	51,000.00	26,276.00	77,276.00

NB: As you report for admission you are expected to pay for Year 1 a minimum of **Kshs.50,000/=** KNEC Exam registration fees of **Kshs.15,700/=** will be paid as advised by the Kenya National Examinations Council.

[Signature]
**KIHARA P. N. (MRS.)
PRINCIPAL**



Kihara P. N. (Mrs)
PRINCIPAL