



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

Mobile: 0721 323 948

Email: mtckenya@yahoo.com

Website: www.murangattc.ac.ke



Serial No: MTC/DTE/2025/.....

Name _____

Dear Student,

OFFER OF ADMISSION FOR DIPLOMA IN TEACHER EDUCATION – PREPRIMARY AND PRIMARY (DTE-PP&P) COURSE

Following your application and subsequent placement by KUCCPS, I am pleased to invite you for admission to the College for a three-year course in **DIPLOMA IN TEACHER EDUCATION – PREPRIMARY AND PRIMARY (DTE-PP&P)** award.

You are expected to report on **Wednesday, 10th September 2025**
Registration will begin at **8:00 am** and end at **4:00 pm**.

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

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

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

- a) **Payment of at least Ksh. 50,000 towards Year 1 fees and Ksh. 15,700 for KNEC Assessment registration. Payments can be made via banker's cheque payable to Murang'a Teachers' College or through a deposit at KCB, Thika Branch (Account No. 1108781381). The original bank deposit slip must be presented. (Deposits through Mtaani Agents will NOT be accepted.) Cash payments and personal cheques are NOT accepted.**
- b) Verification of academic certificates.
- c) Verification of other requirements, such as a mattress, textbooks, etc.

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

On behalf of the College Board of Management, top management, and staff, I welcome you to Murang'a Teachers' College, Murang'a County. We expect dedication, hard work, and positive contributions from you, for your growth, the College's success, and the betterment of our nation.

Thank you.

Ngure P. K. K.
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 by the rules and regulations, every teacher trainee 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. No special diet will be provided in the college.
- (b) The College sick bay (Dispensary) has qualified staff that cater to 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 Social Health Insurance Fund (SHIF) cover or have health insurance cover through their parents.

5. Teacher Trainees' conduct

Failure to follow the College rules and regulations or the code of conduct shall lead to measures such as punishment or suspension to deter trainees from misconduct. 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 document to understand the College's 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 are for verification.
 - a) Original National Identity Card
 - b) Letter of offer of admission.
 - c) Original and certified copy of K. C. S. E. Certificate/Results Slip
 - d) Original and certified copy of K.C.S.E School Leaving Certificate
 - e) Original and certified copy of Birth Certificate.
- (ii) One clear photocopy of:-
 - (a) National Identity Card
 - (b) **TWO** color 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 Student's Biodata form (Annex 2)
 - (b) Duly filled Medical Certificate (Annex 3)
 - (c) Duly signed Students' Declaration form (Annex 4)
- (iv) **All documents apart from the originals shall be presented to the registering staff well filed in a "blue color" spring file.**

NOTE

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

2. SUBSIDIES/FEES

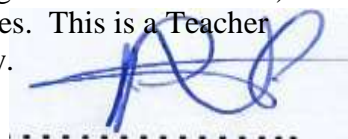
You will be expected to pay the College fees indicated in the letter of offer of admission. Fees and all other charges as in the fee structure (Annex 5) attached to these joining instructions. All fees **MUST** be deposited in the College bank account indicated below.

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

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

3. BOARDING REQUIREMENTS

- i) Buy a mattress 2½ ft by 4 inches thick in the College at a negotiated price of **Ksh. 2,600/-**.
- ii) Decent beddings such as (bed sheets, blankets, pillow and pillowcase)
- iii) A pair of black shoes (low heels).
- iv) A plate, a mug, and a spoon.
- v) Personal effects (such as slippers, towel, bucket etc)
- vi) Table duster 100% cotton (Towel like material)
- vii) Floor duster 100% cotton (towel like material – should be bigger than a salon towel)
- viii) You will need decent and acceptable personal clothes and shoes. This is a Teacher Training College where you must dress officially and decently.



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(Distressed/ripped-off jean trousers and tight/miniskirts are not admissible anywhere in the College compound).

4. GENERAL TUITION MATERIALS (COMPULSORY)

a) Examinations and classroom assignments

Exercise Books:

- 200 pages ruled (at least 8 ruled and 2 squared)
- 48 pages (music manuscript exercise book)
- 48-page graph book
- 2 Drawing books - size A4

b) Physical Health Education

- (i) A pair of sports shoes
- (ii) Stockings for football (both men and women)
- (iii) Pay Kshs.1,500/- for Hockey Stick or bring one (Mahardja type only)

c) 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.

d) Religious Education

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

e) English

Literature in English Set Book

NOVEL - A Spider's Web by Samuel Wachira (Approved by KICD, 2021 Edition)
Publisher - One Planet

f) Kiswahili

Fasihi ya Kiswahili Set Book

TAMTHILIA - Kifunga Njia na Daniel Okello (Approved by KICD, 2021 Edition)
Publisher – Story Moja

g) Mathematics

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



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h) **ICT**

- (i) A smartphone – Every trainee should have one for online learning.
- (ii) DTE KNEC Examinations are online. Each teacher trainee must procure his/her laptop by 1st January 2026.

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 3 hours;
- 1.8. IEEE 802.11 Wireless capability (ac, g, or n).

"The college is under no obligation to provide laptops for assessments. All teacher trainees are advised to take full responsibility for the safety of their laptops at all times."

i) **Music**

Descant recorder (Yamaha or Ariel)


Other Tuition materials required will be communicated as the need arises.



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ANNEX 2-TEACHER TRAINEE BIODATA**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
- AddressMobile. No.
- b) Name of Mother.....Occupation.....
- AddressMobile. 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?
.....



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14. State any activities you participated in within your community since you left school.

.....

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

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 reserves the right to re-examine the student or refer them to another doctor for further evaluation upon arrival or at any time thereafter.



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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/assault and gender violence, theft or destruction of college property, abortion/murder, use of falsified documents/forgery, fraud or other forms of dishonesty, drunkenness or taking any drugs including smoking shall be reported to Law enforcement Agencies such as the nearest police and prospective employers like 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 TEACHER EDUCATION – PREPRIMARY AND PRIMARY (DTE-PP&P) 2025/2026

MURANG'A TEACHERS COLLEGE

P.O. BOX 232 – 01020

KENOL

FEES STRUCTURE AND SUBSIDIES – 2025/2026

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 in whole or as per the following schedule:

Year 1 Term 1 – Kes.5,000.00

Year 1 Term II - Kes.10,700.00

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