



PER EXCELLENCE

MURANG'A INSTITUTE OF SCIENCE AND MANAGEMENT STUDIES

P.O BOX 1088-10200
MURANG'A KENYA
TEL: 0746255292, 0722911525
Email: murangainstitute@gmail.com
Along Sagana Murang'a road

REF: MISMIS/EST/AD/SEP/25

Dear:

ADM NO:MISMS

RE: ADMISSION

We are pleased to inform you that following your recent application for admission into our Institute; you have been admitted to pursue **CERTIFICATE IN PHARMACY**. You are expected to report to the Institute between **25th AUGUST to 19th SEPTEMBER 2025**.

The tuition fee is payable by bankers' cheque or cash deposited into the following bank accounts:

FAMILY BANK - 006000008368
AMICA -001109000000176
COOPERATIVE BANK -01100055868200 OR 01136055868200
EQUITY BANK -0220100091179 OR
0220295368312 ABSA BANK- - 2043074930
NCBA BANK - 7036940027

Payments can also be made through Mpesa using the following till numbers:

- i) **FAMILY BANK: PAY BILL NO:222111 ACCOUNT: 006000008368**
- ii) **AMICA: PAY BILL NO: 4298298. ACCOUNT: 0341316**
- iii) **FAMILY BANK: PAY BILL NO: 222115ACCOUNT: MISMS#**
- iv) **EQUITY BANK: PAY BILL NO:247247ACCOUNT: 0220100091179**
- v) **COOPERATIVE BANK: PAY BILL NO:400200 ACCOUNT:01100055868200**
- vi) **COOPERATIVE BANK: PAY BILL NO: 400222 ACCOUNT: 419489#ADM NO.**
- vii) **ABSA BANK: PAY BILL NO:303030 ACCOUNT: 2043074930**
- viii) **NCBA BANK: PAYBILL NO:4121495 ACCOUNT:**

ADMISSION NUMBER NOTE: NO CASH WILL BE ACCEPTED

IN THE COLLEGE

ACCOMODATION

Hostels/Meals are available at a reasonable rate. Find the attached fee structure. Remember to carry bed sheets, blankets and personal effects for more information contact the undersigned.

You will be expected to follow the laid down Institute rules and Regulations which you should make yourself familiar with, and should get a copy from the secretary.

Benefits of choosing Murang'a Institute include: qualified, Brilliant and dedicated Trainers, local and international Accreditation, free office packages, student/learner friendly class schedules, and quality/feedback mechanisms.

On behalf of the Institute management, we wish you all the best in your training and feel free to contact us when in need and we shall be more than ready to assist where possible.

Please carry this letter with you on the admission

date. Yours faithfully

Dr. Kamamia Murichu
DIRECTOR.

FEE STRUCTURE FOR COURSES
SCHOOL OF BUSINESS AND MANAGEMENT
STUDIES

CERTIFICATE IN SALES AND MARKETING	1ST TERM (KES)	2ND TERM (KES)	3RD TERM (KES)	4TH TERM (KES)
TUITION FEES	18,000	18,000	18,000	18,000
REGISTRATION FEES	1000			
CAUTION FEE	1,000			
STUDENT'S ID	1,000			
ASSESSMENT FEE	1,000			
INSTITUTE T-SHIRT	1,000			
EXAMINATION FEE				
ATTACHMENT BOOKLET				2,000
TOTAL	23,000	18,000	18,000	20,000

CERTIFICATE COURSES

CERTIFICATE IN PHARMACY, HEALTH RECORDS & IT	STAGE I		STAGE 2	
	1ST TERM(KES)	2ND TERM(KES)	1ST TERM(KES)	2ND TERM(KES)
TUITION FEES	30,000	30,000	30,000	30,000
REGISTRATION FEES	1,000			
CAUTION FEE	1,000			
STUDENT'S ID	1,000			
INSTITUTE T-SHIRT	1,000			
EXAMINATION FEE				5,000
ATTACHMENT BOOKLET				1,000
HOSTEL FEE/MEALS PER SEM	18,000	18,000	18,000	18,000
<u>TOTAL</u>	52,000	48,000	48,000	54,000

REQUIREMENTS:

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|--|--|
| ✓ 7 note books (hard cover) | ✓ Ruler/pencil and rubber |
| ✓ Scientific calculator | ✓ 3 colored passport photos |
| ✓ Bedding material/personal effects/a bucket | ✓ 1reams of printing paper |
| ✓ 1 ream foolscaps | ✓ Copy of National ID |
| ✓ White lab coat | ✓ Copy of KCSE certificate/ results slip |

 Recommended school uniform to be obtained at the college for uniformity

BUSINESS STUDIES DEPARTMENT (KNEC)

Diploma in: Business administration /Management/Banking and finance/Supply-chain management/Secretarial-studies/Human-resources management and Sales management/Accountancy/Project management/ I.C.T/

Certificate in: Business administration/Supply chain management/Human Resource management/Sales and marketing/ I.C.T/

<u>DIPLOMA</u>	<u>1ST TERM M KES</u>	<u>2ND TERM KES</u>	<u>CERTIFICATE</u>	<u>1ST TERM KES</u>	<u>2ND TERM</u>
<u>TUITION FEES</u>	<u>35,000</u>	<u>35,000</u>	<u>TUITION FEES</u>	<u>30,000</u>	<u>30,000</u>
<u>REGISTRATION FEES</u>	<u>1,000</u>		<u>REGISTRATION FEES</u>	<u>1,000</u>	
<u>CAUTION FEE</u>	<u>1,000</u>		<u>CAUTION FEE</u>	<u>1,000</u>	
STUDENT'S ID	1,000		STUDENT'S ID	1,000	
ASSESSMENT FEE	1,000	1,000	ASSESSMENT FEE	1,000	1,000
HOSTEL FEE/MEALS PER SEM	18,000	18,000	HOSTEL FEE/MEALS PER SEM	18,000	18,000
INSTITUTE T-SHIRT	1,000		INSTITUTE T-SHIRT	1,000	
<u>TOTAL</u>	<u>58,000</u>	<u>54,000</u>	<u>TOTAL</u>	<u>53,000</u>	<u>49,000</u>

KASNEB PROFESSIONAL COURSES

<u>COURSES</u>	<u>DURATION</u>	<u>CHARGES</u>
CAMS	LEVEL 1	5MONTHS
	LEVEL2	5MONTHS
A.T.D	LEVEL 1	5 MONTHS
	LEVEL 2	5 MONTHS
	LEVEL 3	5 MONTHS
C.P.A PART 1	SECTION 1	5 MONTHS
	SECTION 2	6 MONTHS
C.P.A PART 2	SECTION 3	5 MONTHS
	SECTION 4	5 MONTHS
C.P.A PART 3	SECTION 5	5 MONTHS
	SECTION 6	5 MONTHS
C.I.C.T	FOUNDATION LEVEL	MODULE 1
	FOUNDATION LEVEL	MODULE 2
C.I.C.T	PROFESSIONAL LEVEL	MODULE 1
	"	MODULE 2
	"	MODULE 3
	"	MODULE 4
	"	MODULE 5
	"	MODULE 6

SCHOOL OF HOSPITALITY AND TOURISM

<u>PROGRAMME</u>	<u>DURATION</u>	<u>TUITION FEE(KES)</u>	<u>PRACTICAL FEE(KES)</u>
Certificate in Catering & Hospitality Mgt	6 TERMS	16,500 PER TERM	7,000 PER YEAR
Certificate in Tourism & Travel Mgt	6 TERMS	16,500 PER TERM	7,000 PER YEAR
Diploma Catering & Hospitality Mgt	9 TERMS	20,500 PER TERM	7,000 PER TERM
Diploma in Tourism & Travel Mgt	9 TERMS	20,500 PER TERM	7,000 PER TERM

SCHOOL OF FASHION AND INTERIOR DESIGN

<u>PROGRAMME</u>	<u>DURATION</u>	<u>TUITION FEES</u>
Diploma in Fashion & Interior Design	12 TERMS	12,000 for the 1 st term and 8,200 from the 2 nd -18 th month

SCHOOL OF COSMETOLOGY

<u>PROGRAMME</u>	<u>DURATION</u>	<u>TUITION FEE</u>	<u>PRACTICAL FEE</u>
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Certificate in Hair & Beauty Therapy	6 TERMS	17,500 PER TERM	7,000(PAYABLE ONCE)
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<u>SCHOOL OF ENGINEERING</u>				
PROGRAMME	ENTRY GRADE	DURATION	TUITION FEE	PRACTICAL FEE
Artisan Certificate in Welding and Fabrication – Grade I, II & III	KCSE (open)	6 terms (2 term per grade level)	16 500 per term	5,000 per level
Artisan Certificate in Electrical Installation – Grade I, II & III	KCSE (open)	6 terms (2 term per grade level)	16 500 per term	5,000 per level
Artisan Certificate in Electronics Mechanics - Grade I, II & III	KCSE (open)	6 terms (2 term per grade level)	16 500 per term	5,000 per level
Craft Certificate in Motor vehicle Mechanics - Grade I, II & III	KCSE D-minus	9 terms (3terms per grade)	16 500 per term	5,000 per level
Craft Certificate in Motor Vehicle Electricians - Grade I, II & III	KCSE D-minus	9 terms (3terms per grade)	16 500 per term	5,000 per level
Craft Certificate in Electrical Installation - Grade I, II & III	KCSE D-minus	9 terms (3terms per grade)	16 500 per term	5,000 per level
Craft Certificate in Automotive Engineering - Grade I, II & III	KCSE D-minus	9 terms (3terms per grade)	16 500 per term	5,000 per level
Craft Certificate in Motor Vehicle Electrician - Grade I, II & III	KCSE D+ with D+ in maths	6 terms	16 500 per term	10,000 per year
Craft Certificate in Electrical and Electronics Engineering -Grade I, II &III	KCSE D+ with D+ in maths	6 terms	16 500 per term	10,000 per year
Diploma in Electricals and Electronics	KCSE C-Minus	9 terms	16 500 per term	10,000 per year
Diploma in Automotive Engineering	KCSE C-Minus	9 terms	16 500 per term	10,000 per year
Certificate in Disaster Management	KCSE D PLAIN	9 Terms	16 500 per term	5,000 per year
Diploma in Disaster Management	KCSE C-Minus	9 Terms	24 000 per term	5,000 per year

REQUIREMENTS:

- ✓ **Results Slip**
- ✓ **National ID**
- ✓ **2 realms of printing papers**
- ✓ **5 Hard books/Ruler/pens**
- ✓ **Scientific calculator**



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RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

1.0 PREAMBLE

- a) These regulations are made to provide for the control, governance and administration of Muranga Institute of Science and Management Studies
- b) The regulations shall be binding upon every student of the Institute upon registration and so long as such student remains registered.
 - i. Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
 - ii. Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
- c) Nothing in these regulations shall preclude the Institute from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his/her stay in the Institution.
- d) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.
- e) **For purposes of these regulations the term "student" means and includes: -**
 - i. Any person who has been formally admitted to a course of study for a Diploma, Certificate, Artisan or any Professional Short Course within the Institute.
 - ii. All occasional students who are registered students of another Institution but are admitted to a course of study within Muranga Institute Of Science and Management Studies
 - iii. All graduate students who are registered within the Institute for Diploma, Certificate or any other qualifications.

2.0 THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the Institute precincts.

2.1 General Conduct

All the students of the Institute shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:

- a) Respect and adhere to the administrative and academic procedures and structures established Muranga Institute of Science and Management Studies for the control, governance and operations of the Institute.
- b) Respect the rights and privileges of the members of the Institute community at all times.
- c) Refrain from any conduct that might bring the Institute or any section or programme thereof to disrepute, ridicule or public odium.
- d) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.
- e) Refrain from all acts of violence, hooliganism, unruly or rowdy behavior, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the Institute.
- f) Wear acceptable and appropriate attire at all times and in particular while attending lectures, Practical or at any functions within the Institute.
- g) Desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for firefighting purposes only.
- h) Desist from misuse or willful damage to or destruction of Institution property in default of which such student or group of students shall bear full responsibility thereof.
- i) Refrain from/and/or avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the Institute.
- j) Refrain from creating noise that may cause disturbance or annoyance to the Institute community.
- k) Desist from abuse of drugs and totally refrain from the use of drugs the possession and use of which is prohibited by law.
- l) Not possess keys to rooms or building on the campus other than those obtained through the official channel.
- m) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- n) Not either as individuals or through the students' associations and societies use Institution telephone, printing or mailing facilities for unauthorized purposes.
- o) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities

2.2 Academic Conduct

All students shall apply themselves diligently to the courses of study approved by the Office of the Principal and for which they are registered and, in particular shall:

- a) Except for good cause, attend all lectures, tutorials, seminars, practical and other scheduled courses or instructions.
- b) In case of absence from class for good cause, e.g. on account of illness, such absence must be authorized by the Office of the Principal in production of certified evidence e.g. a valid medical letter.
- c) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmers in the Institution.
- d) Abide by all other regulations made by the departments and faculties for the proper conduct of specific programmers.
- e) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the Institution.

3.0 THE DISCIPLINE OF STUDENTS

The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the Institution precincts.

3.1 Disciplinary Authority

For purposes of these regulations the Principal acting is the disciplinary authority of the Institute and may in that capacity: -

- a) Vary or add to the list of disciplinary offences specified herein.
- b) Suspend any student suspected of committing any disciplinary offence under this regulation from the Institution pending appropriate disciplinary action.
- c) Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

3.2 Disciplinary Offences

All crimes and other offences under the Laws of Kenya including:

- a) Any violation of any of the rules and regulations laid down for the governance and control of the conduct of students in the Training Institute.
- b) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations.
 - i. Boycott of scheduled lectures, tutorials, seminars, practical's, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lectures, tutorials, seminars, practical's and other instruction shall be barred from sitting end of term examinations.
 - ii. Assault of members of staff while discharging official duties.
 - iii. Possession of firearms, explosives, knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons.
 - iv. Any form of organized obstruction of students and staff in any manner whatsoever.
 - v. Writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards.
 - vi. . Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmers of the Institution.
 - vii. Malicious or willful damage to or loss of Institution property.
 - viii. Disorderly conduct and molestation of other members of the Institution and/or obstruction of motor vehicles within or outside the Institute precincts.
 - ix. Use of profane or foul language against any members of the Institute community or/the general public.
 - x. . Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the Institution authorities or the Government authorities.
 - xi. Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.
 - xii. Involvement in cheating in academic matters, examination leakages or impersonation in Institution examinations.

3.3 Disciplinary Procedures

3.3.1 Expulsion

The Principal have the right to expel a student who commits any or a combination of the following offences without reference to him or her. A student who:

- a) Boycotts or agitates for a boycott of lectures, tutorials, practical or any other courses of instruction or academic programs.
- b) Maliciously or willfully damages Institution's property.
- c) Assaults any member of staff discharging his/her office duties.
- d) Is found in possession of any drug or drugs the possession of which is prohibited.
- e) Is convicted by Court of Law of any criminal offence which the Council shall deem serious enough to warrant expulsion from the Institute.