

KAGUMO

KAGUMO TEACHERS' TRAINING COLLEGE



RULES & REGULATIONS FOR STUDENTS

REVISED - JULY 2022

S/No	Section	Expectations/Standards	Offence	Penalty
1.0	Rules and Regulations	The College rules apply to all students while in college and out of college on official outings The rules also apply to any student visitor to Kagumo TTC	Non-observance of the rules and regulations while in college, filed trips or any other official outing	i. Be served with warning letter and/or ii. Summoned to the disciplinary committee for appropriate action.
2.0	College routine	The College routine for weekdays, weekends and public holidays is published by the Dean's office All students are expected to adhere to the routine	Late for meals	Denial of the meal
			Noise during the quite hours during quiet class time and sleeping time	Served with warning letter and/or face disciplinary committee for explanation
			Late attendance or non-attendance of classes	The class advisor and/or registrar's office to take appropriate action
3.0	Guidance and Counselling	Academic issues should always be channeled through the relevant class advisors. General welfare issues should be channeled through the Dean's office	Failure to complete academic assignments	Written explanation to the registrar's office
			Inappropriate resolution of own and others issues	Written warning from the Dean's office or face disciplinary at the deputy's office
4.0	Academic programmes	Admissions are done in accordance with guidelines from MoEST & KUCCPS A student may be granted leave due sickness, hospitalization or other deserving medical factors A student intending to withdraw from training should do so through official request to the principal and can only leave after an official communication has been done to him/her Leadership is part of training; students are therefore expected to take up leadership positions in college	Serious breach of the college rules and regulations Performance below the set standards persistently Conviction of offence in a court of law Breach of TSC code of regulations for teachers	Termination of training for the affected student
				Face academic committee for guidance

5.0	Academic welfare	All students are expected to attend the lectures, assemblies, scheduled academic trips for their class, lab practical sessions Leave for absence from any official activity or event should be officially sought from the DoS. However this cannot be granted on the basis of religious or personal beliefs/philosophies. An overnight absence from college should be notified to the Dean's office in writing.	Failure to attend official activity/event without prior permission	Written warning from the relevant college office and/or Face the disciplinary committee for appropriate disciplinary action
			Missing 20% of the lectures in a course/subject area	Repeat the course when next offered
6.0	ICT policy	All students should adhere to the College ICT policy The College facilities such as electronic devices, networks and internet should be used for educational and other legal purposes	Unauthorized access to data and resources on the college network system or other systems.	Written warning to the student by the Department. Appropriate disciplinary action by the college administration
			Creating, displaying or publishing offensive and inappropriate material	Written warning to the student by the Department Appropriate disciplinary action by the college administration
			Stealing of the Hardware devices from the computer room(s)	To replace the stolen item Warning letter to the student by the Deputy Principal administration
7.0	Students' Accommodation	Rooms and roommates are allocated by the Dean' office	Harassing or causing disturbance to the roommate	Warning letter from the Dean's office or face disciplinary committee for a disciplinary action
		All students should reasonably share the hostel facilities provided by the college	Damage or wrong use of the hostel facilities	Replace the damaged item
		Students are encouraged to report to the Dean's office the unofficial absence of their roommates	Accommodating unauthorized persons in the hostel rooms i.e opposite gender or any outsider	Written explanation by the student Appropriate disciplinary action Two weeks suspension

		Students are advised to report any matter of concern to their Hall Reps	Spending nights in the hostels of the opposite gender	Face disciplinary committee for action accompanied by a parent
8.0	College Utilities and general cleanliness	College facilities such as water, electrical power appliances, washrooms e.t.c. are provided for communal use and must be used responsibly.	Inappropriate use and wastage of facilities such as leaving taps running	Written warning by Dean's office
		Every student is responsible for cleaning his/her room and maintain the required minimum level of hygiene so as to co-exist harmoniously with others	In appropriate disposal of wastes	Written warning by Dean's office
			Damage to the college facilities such as water taps, electrical switches and sockets	Replacement of the damaged item Written warning from the Dean's office
9.0	Meals	Take meals in the Dining Hall	Non-observation of stipulated mealtimes	Denial of the meal
		Maintain order in the Dining Hall	Attempting to access food without a valid meal card	Denial of the meal sought and a written warning.
			Leaving the dining hall with food	Written warning and/or suspension for two weeks.
			Refusing to queue during meal service	Denial of the meal and a written warning.
			Being disorderly in the dining hall	Written warning and/or suspension for two weeks
			Losing a meal card	Replacement of the card by paying Ksh.150.00 to the finance officer
			Presenting a lost and found meal card during meals	Confiscation of the card and denial of the meal and a written warning.
			Non-student accessing college meals	This shall be treated as trespass and the said

				offender shall be handed over to security officers for due process.
10.0	Personal Health and Grooming	Decent dressing should be observed at all times	Indecent dressing and hairdo- teacher trainees are advised to familiarize themselves with TSC dress code.	warning letter and face disciplinary committee for action
		Students should always seek the necessary medical attention either from or through the College health facility when they feel unwell.	Having inappropriate dressing during practical /PE lessons	Exclusion from the class and written warning by the lecturer concerned
			Self-prescribed bed rest	This shall be treated as missing classes without permission and relevant penalty shall be applied.
			Having an undisclosed infectious illness	The relevant law of the land shall be applied.
			Low levels of personal hygiene and cleanliness	Compulsory cleaning of the concerned aspects. Defiance leads to suspension for two weeks and written warning.
11.0	Games and Sports	Students are expected to participate in games/sports as part of training	Flouting of rules and regulations of a host college during competitions.	Written warning and/or exclusion from future participation
		While attending sports in another institution, the rules and regulations of the host institutions should be observed.		
12.0	Law and Order	Kagumo TTC is a DRUG AND ALCOHOL FREE zone. Possession of and taking of drugs and alcohol while in college is strictly prohibited.	Drug trafficking, assault, arson, theft, rape and attempted rape	The offender shall be handed over to law enforcement agencies and the law of the land shall be applied. Later expulsion from college

		Drunkenness in college is not allowed	Addiction to drug and substance.	Attending a compulsory rehabilitation and presenting a certificate of recovery.
15.0	Personal Safety and Security	All students are issued with Students Identity Cards. These should be carried at all times, while in college or outside college on official outings.	Inability to identify oneself through national and/or college identity card	Exclusion from college premises.
			Any breakage of law within or outside College	Law of the land shall apply.
16.0	Safety in Workshops & Laboratories	All students are expected to conduct themselves or carry out activities in the laboratories/workshops in such a manner that does not pose any danger to oneself or others.	Willful careless handling of equipment/apparatus that endangers college property and human lives.	Suspension for two weeks and a written warning and/or Replacement of the destroyed item.
			Not wearing the right laboratory and workshop attire	Exclusion from the class and written warning
17.0	Care of Personal Belongings and College Property.	Properly lock room, wardrobes and boxes	Failure to lock	Take responsibility in case of theft or loss
		Make use of main entries and emergency exits. -Proper use of utility rooms -Special care on locks and keys,	Failure to use main entries	Pay the penalty as will be agreed by the discipline committee. -Take responsibility of repair in case of damage. -Take responsibility of repairs
		Students should obtain Clearance certificate from the college at the end of each course	Failure to clear	No service without the certificate

		An unauthorized property or individuals is not allowed in the college	Unauthorized permission of any property to the college or individuals	Legal action to be taken
18.0	Visitors into the College	Visitors can only be received only during free time	Receiving visitors during lesson time or scheduled activities	Served with a warning letter
		No visitors should be received or accommodated on residential at any time	Accommodating and receiving visitors on residential	Served with a warning letter
		Visitors are subject to the same rules and regulations.	Failure to follow rules and regulations	Handled by security in case of violation
19.0	Student Correspondence	The colleges stationary are reserved for official use only.	Usage of college stationary, headed or plain	Served with a warning letter
		All correspondences are officially done by the Chief Principal or the authorized college offices.	Writing a correspondence on behalf of the principal or any other college official	Give explanation to the discipline committee
		No usage of college telephone for private calls or messages.	Sending or receiving private messages through the college official telephone	Served with a warning letter
			Using of slanderous and/or irresponsible statements about matters affecting the college	Served with a warning letter
			Publishing/ writing or distributing anonymous literature of malicious nature	Subjected to disciplinary action
			Display of advertising notices without approval	To remove the notices within the prescribed duration
20.0	College Transport Facilities	Transport requests should be made to the principal through the Dean of Students and the patron of the club, society, or group	Boarding a college vehicle without official permission	Receive a warning from Dean’s office or the college administration

		Usage of college transport must be accompanied by patron or an authorized lecturer, or college official who takes full charge of the group	Directing college vehicles/drivers on behalf of patrons and college authorities.	Receive a warning and/or face disciplinary committee for an appropriate action
21.0	Students Elections	Aspirants to the channeled to the administration through an elected S.R.C	Failure to follow protocol	Face the disciplinary committee
		Students to be familiar with S.R.C constitution	Over ruling or overstepping the boundaries	Face the disciplinary committee
		S.R.C members to organize students matters and functions; Students to obey them as they discharge their official duties	Failure to obey the S.R.C officials	Face the discipline committee
		Individual students welfare needs should be referred to the Dean of Students	Failure to follow protocol	Follow protocol and get a warning letter
22.0	Establishment of Clubs and Societies	To facilitate leadership training, provide for the academic, social, and spiritual welfare of the students Students to join at least one club and not more than three for effective participation		
		Each club must have a patron who is a lecturer for follow up Each club must operate within the accepted constitution. A copy of the constitution should be given to the office of the Dean during registration of the club.	Failure to submit a copy of the club constitution	Submit with immediate effect before the next meeting
		No students group should operate within the college if not registered with the Dean of Students.	Failure to register with the office of the Dean	Register immediately or the club cancelled

		Clubs and societies shall be self-supporting in all financial matters		
23.0	Procedure for forming clubs and societies	Must have a patron and a constitution	Failure to have a patron and a constitution	Come up with a constitution and get a patron before the next meeting
24.0	General Conduct of Clubs and Societies	Clubs should not use college facilities for political campaigns	Invitations to guest speakers without following the specified channeled (ie through the patron, the Dean of Students and the Principal where necessary)	Desired activity will be stopped and a written warning
		No an authorized fund raising without the Chief Principal's authority	Using College facilities for political campaigns	Activity stopped, written warning and suspension for two weeks
		No tribal or ethical affiliations	Fund raising by students on college unauthorized by the Chief Principal	Activity stopped, Written warning and/or suspension for two weeks.
25.0	College Property	Proper handling of college facilities	Loss or damage to any College property through negligence, willful destruction or misuse of such property by a student or group of students	Written warning and/or suspension for one year and surcharging prior to readmission
		No tampering with college machines	Tamper with any College machines, equipment, electrical installation, water system or any other equipment/facility	Written warning and/or suspension for one year and surcharging prior to readmission

26.0	Conduct in General	Decent and appropriate grooming	Indecent or inappropriate dressing and hairdo- teacher trainees are advised to familiarize themselves with TSC dress code.	Confiscation of the indecent cloth items and/warning letter.
27.0	Channels of Communication	Follow the right channel of communication	Failure to follow the correct channel for academic and welfare issues as specified in the rules	Follow the laid down procedures
28.0	Miscellaneous provisions	Keep healthy boundaries	Students crossing into areas designated as out of bounds such as: College offices, Staff room, Staff quarters, Kitchen and kitchen stores, Roof tops of building, all stores and Localities that may be restricted from time to time.	Verbal warning on first instance, written warning and or suspension in subsequent cases
		Maintain safety from harmful gargets	Using or having in his/her possession knives, sticks, metal bars or any other articles which might endanger other members of the College community	Confiscating the item and Written warning and/or suspension for two weeks and reporting back to college accompanied by guardian/parent
		Use proper language of communication	Use profane or abusive language on others	Verbal warning on first instance, written warning and or suspension in subsequent cases

		Healthy co-existence	Threatening , holding hostage, extortion, striking or physically harming any other student(s) a member of staff of the College or a member of public	Written warning and or suspension for two weeks and reporting back accompanied by a guardian
		Maintain order while traveling using the college vehicles	interfering with transportation in College vehicles	Written warning and/or exclusion from future participation
29.0	Serious offences	Maintain integrity	Drug trafficking, arson, theft, rape and attempted rape, incitement, impersonation, disrespect to authority or national flag, immoral or unethical behavior, physical assault	The offender shall be handed over to law enforcement agencies and the law of the land shall be applied. Later expulsion from college

KAGUMO TEACHERS' TRAINING COLLEGE

ACADEMIC POLICY COMMITMENT FORM

I, _____ ID. No.: _____ CLASS: _____
do hereby confirm that I have read and understood and without duress, do commit myself to
comply fully with the Kagumo Teachers' Training College Rules and Regulations.

Student's Signature

Date

This was witnessed by:

Parent's/Guardian's Signature

Date

or

College Lecturer