
KAGUMO TEACHERS' TRAINING COLLEGE



RULES & REGULATIONS FOR STUDENTS

REVISED - JULY 2023

ISO 9001:2015 Certified

S/No	Section	Expectations/Standards	Offence	Penalty
1.0	Rules and Regulations	<ul style="list-style-type: none"> i. The College rules apply to all students while in college and out of college on official outings ii. The rules also apply to any student visitor to Kagumo TTC 	Non-observance of the rules and regulations while in college, field trips or any other official outing	<ul style="list-style-type: none"> i. Be served with warning letter and/or ii. Face the disciplinary committee for appropriate action.
2.0	College routine	<ul style="list-style-type: none"> i. The College routine for weekdays, weekends and public holidays is published by the Dean's office ii. All students are expected to adhere to the routine 	Getting late for meals	Forgo the meal
			Disturbance in the tuition room and hostels area	Served with warning letter and/or face disciplinary committee for action.
			Late attendance or non-attendance of classes	The class advisor and/or registrar's office to take appropriate action
3.0	Academic and General welfare	<ul style="list-style-type: none"> i. Academic issues should always be channeled through the relevant class advisors. ii. General welfare issues should be channeled through the Dean's office 	i. Failure to complete academic assignments	i. Written explanation to the registrar's office
			ii. Inappropriate resolution of own and others issues	ii. Written warning from the Dean's office or face disciplinary committee.
4.0	Academic programmes	<ul style="list-style-type: none"> i. Admissions are done in accordance with guidelines from MoEST & KUCCPS ii. A student may be granted leave due sickness, hospitalization or other deserving medical factors iii. 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 	<ul style="list-style-type: none"> i. Performance below the set standards persistently. ii. Conviction of offence in a court of law. iii. Breach of TSC code of regulations for teachers. 	<ul style="list-style-type: none"> Face academic committee for action Termination of training for the affected student

5.0	Academic welfare	<ul style="list-style-type: none"> i. All students are expected to attend the lectures, assemblies, scheduled academic trips for their class, lab practical sessions ii. An overnight absence from college should be notified to the Dean's office in writing. 	<ul style="list-style-type: none"> i. Missing four weeks in one term ii. Failure to obtain an approved leave shit prior to leaving the compound 	<p>Repeat the course when next offered</p> <ul style="list-style-type: none"> i. Written warning from the relevant college office and/or ii. Face the disciplinary committee for appropriate disciplinary action
	Examination Irregularities	<p>Students should desist from engaging in academic malpractices which may lead to cacncellation of the exam and other disciplinary actions suchs as resit, discontinuation or expulsion from the college:</p>	<p>Copying or reading from another candidate's script or from any other unauthorized source.</p> <p>Bringing into the examination room unauthorized materials relevant to the examination e.g. books, notes, papers, electronic devices ,mobile phones, prewritten answers etc.</p> <p>Abetting, aiding or covering up an examination malpractice.</p> <p>Seeking or obtaining a deferment of examination on false pretense.</p> <p>Plagiarism.</p> <p>Being engaged in any other misconduct relating examinations such as taking an examination script out of an exam room instead of handing over to the examiner at the end of examination time.</p>	<ul style="list-style-type: none"> i. Any examination malpractice shall be immediately reported, in writing by the invigilator to the Registrar ii. The report will result in cancellation of the exam and a resit of the same.

6.0	ICT policy	i. All students should adhere to the College ICT policy	i. Unauthorized access to data and resources on the college network system or other systems.	i. Written warning to the student by the Department.
		ii. The College facilities such as electronic devices, networks and internet should be used for educational and other legal purposes	ii. Creating, displaying or publishing offensive and inappropriate material	ii. Appropriate disciplinary action by the deputy principal administration
			iii. Stealing of the Hardware devices from the computer room(s)	i. To replace the stolen item ii. Warning letter to the student by the Deputy Principal administration
7.0	Students' Accommodation	i. Rooms and roommates are allocated by the Dean's office	i. Harassing or causing disturbance to the roommate	Warning letter from the Dean's office or face disciplinary committee for a disciplinary action
		ii. All students should reasonably share the hostel facilities provided by the college	ii. Damage or wrong use of the hostel facilities	Replace the damaged item
		iii. Students are encouraged to report to the Dean's office the presence of unauthorized persons in the college / hostels	iii. Accommodating unauthorized persons in the hostel rooms i.e opposite gender or any outsider	Written explanation by the student Two weeks suspension
		iv. Preparation of meals by students is prohibited within hostels or residential area	iii. Use of cooking or cooking appliances, electric kettles iron box and high energy consuming electric devices in the hostels or any other unauthorized place or space is prohibited.	Confiscation of prohibited appliances and suspension for two weeks. The student to report back with parents.

8.0	College Utilities and general cleanliness	i. College facilities such as water, electrical power appliances, washrooms e.t.c. are provided for communal use and must be used responsibly.	i. Inappropriate use and wastage of facilities such as leaving taps running ii. Destroying , damaging or vandalizing any college property and particularly to water taps and electric switches	i. Written warning by Dean's office ii. Replacement of damaged item
		ii. 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	Inappropriate disposal of wastes Failing to ensure that rooms are clean, tidy and devoid of any form of defacement at all times.	Written warning by Dean's office Repeated offenders to face disciplinary committee for action
9.0	Meals	Meals should be taken only in the Dining Hall	i. Taking of meals outside the dining hall	Written warning Face disciplinary action – suspension for two weeks and report back with parents.
		Maintain order in the Dining Hall	ii. Attempting to access food without a valid meal card	Denial of the meal sought and a written warning. Pay Kshs 250 for replacement of lost meal cards.
		Students should Present and conduct themselves in an orderly and acceptable manner during meals inclusive of queuing for meals.	iii. Refusing to queue during meal service	Denial of the meal and a written warning.

		Presenting a meal card each time students appear for meals.	iv. Losing a meal card	Replacement of the card by paying Ksh250.00 to the finance officer
			v. Presenting another students or expired meal cards during meals.	Confiscation of the card and facing disciplinary committee.
			vi. 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.
		Desist from entering the kitchen, servery, store or any restricted part of the mess/cafeteria except as may be authorized by the Catering Officer.	vii. Entering restricted areas within kitchen / dinning hall without prior authorization	Warning and disciplinary action for repeated offenders.
10.0	Personal Health and Grooming	i. Wear appropriate and modest attire during study, at meals time in dining halls, and in all College functions.	i. Indecent dressing and hairdo- teacher trainees are advised to familiarize themselves with TSC dress code. ii. Having inappropriate dressing during practical /PE lessons	i. warning letter and face disciplinary committee for action ii. Exclusion from the class and written warning by the lecturer concerned
		ii. Students should always seek the necessary medical attention either from or through the College health facility when they feel unwell.	ii. Self-prescribed bed rest iii. Having an undisclosed infectious illness	This shall be treated as missing classes without permission and relevant penalty shall be applied. The relevant law of the land shall be applied.

			iv. Low levels of personal hygiene and cleanliness	Defiance leads to suspension for two weeks and written warning.
11.0	Games and Sports	i. Students are expected to participate in games/sports as part of training	Failure to participate in games and sports	Written warning and/or exclusion from future participation
		ii. While attending sports in another institution, the rules and regulations of the host institutions should be observed.	Flouting of rules and regulations of a host college during competitions.	Treated as indiscipline Served with a warning letter. Suspension for two weeks and reporting back with parents.
12.0	Law and Order	i. Kagumo TTC is a DRUG AND ALCOHOL FREE zone. ii. Possession of and taking of drugs and alcohol while in college is strictly prohibited.	i. Drug trafficking, assault, arson, theft, rape and attempted rape ii. Drunkenness or any other anti-social behaviour that would lead to disturbance of other students, staff, the university community generally, and/or of members of the public.	i. Served with a warning letter. The offender shall be suspended for two weeks to report back with parents. ii. Served with a warning letter. The matter referred to disciplinary committee for further action which may include expulsion from college.
		iii. Drunkenness within the college is prohibited	i. Addiction to drug and substance. ii. Being drunk and disorderly within college.	i. Served with a warning letter. Suspension for two weeks to report back with parents. ii. Attending a compulsory

				rehabilitation and presenting a certificate of recovery.
13.0	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.	i. Inability to identify oneself through national and/or college identity card	i. Exclusion from college premises.
			ii. Any breakage of law within or outside College	ii. Law of the land shall apply.
14.0	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.	i. Willful careless handling of equipment/ apparatus that endangers college property and human lives.	i. Suspension for two weeks and a written warning and/or ii. Replacement of the destroyed item.
			ii. Not wearing the right laboratory and workshop attires	iii. Exclusion from the class and written warning
15.0	Care of Personal Belongings and College Property.	i. Students are advised to take reasonable care to ensure personal security and safety of their personal effects. The College is not liable for losses of or damage to students' personal property while in College premises	i.	i. Take responsibility in case of theft or loss
	All students shall use the designated	ii. Students shall use the designated entrances	ii. Failure to use main entries (Use alternative	ii. Pay the penalty as will be agreed by

	entrances when entering or leaving the College precincts and use designated paths while within the KTTC premises	when entering or leaving college precincts and use designated paths.	exits (panya routes.)	the discipline committee.
		iii. Proper use of utility rooms	iii. Using utility rooms in unhygienic manner and without due regard to other users	
		iv. Special care on locks and keys,	iv. Damage to locks and keys due to improper use of the same	i. Take responsibility of repair in case of damage.
		v. Students should at all times ensure that their actions does not endanger others or threatens damage to property	v. Knowingly create a condition, which unnecessarily endangers or threatens the health, safety or wellbeing of other persons or threatens the damage or destruction of property.	Suspension for two weeks at minimum or a maximum suspension of a year or expulsion depending on how serious the situation is and a warning letter. The accused student shall be required to pay for the damages or harm caused in full
		vi. Students should obtain Clearance certificate from the college at the end of each course	vi. Failure to clear with the college	ii. No service without the certificate
		vii. Students should not be in possession of unauthorized tools, weapons and equipment not allowed in within the college premises	vii. Being possession of equipment and tools not permissible in college	iii. Legal action to be taken
16.0	Visitors into the College	i. Visitors can only be received only during	i. Receiving visitors during lesson time or scheduled	i. suspension for two weeks to report back

		free time unless there is an emergency	activities without permission.	with parents.
		ii. No visitors should be received or accommodated on residential at any time	ii. Accommodating and receiving visitors on residential	ii. suspension for two weeks to report back with parents.
		iii. Visitors are subject to the same rules and regulations.	iii. Failure to follow rules and regulations	iii. Handled by security in case of violation
17.0	Student Correspondence	i. The colleges stationary are reserved for official use only.	i. Usage of college stationary, headed or plain	i. Served with a warning letter
		ii. All correspondences are officially done by the Chief Principal or the authorized college offices.	ii. Writing a correspondence on behalf of the principal or any other college official	ii. Served with a warning letter iii. Suspension for two weeks to report back with parents. iv. Face disciplinary committee
		iii. No usage of college telephone for private calls or messages.	iii. Sending or receiving private messages through the college official telephone	iii. Served with a warning letter iv. Suspension for two weeks. v. Face disciplinary committee
			vi. Using of slanderous and/or irresponsible statements about matters affecting the college	iv. Served with a warning letter
			v. Publishing/ writing or distributing anonymous literature of malicious nature	v. Served with a warning letter vi. Subjected to disciplinary action
			vii. Display of advertising notices without approval	vi. To remove the notices within the prescribed duration

18.0	College Transport Facilities	i. Transport requests should be made to the principal through the Dean of Students and the patron of the club, society, or group	i. Boarding a college vehicle without official permission	i. Receive a warning from the Deputy Administration ii. Repeated offenders to be suspended for two weeks and to report back with parents.
		ii. Usage of college transport must be accompanied by patron or an authorized lecturer, or college official who takes full charge of the group	ii. Directing college vehicles/drivers on behalf of patrons and college authorities.	ii. Receive a warning letter and face the disciplinary committee for an appropriate action
19.0	Students Elections	i. Aspirants to the channeled to the administration through an elected S.R.C	i. Failure to follow protocol	i. Served with a warning letter and face the disciplinary committee.
		ii. Students to be familiar with S.R.C constitution	ii. Over ruling or overstepping the boundaries	ii.Served with a warning letter and face the disciplinary committee.
		iii. S.R.C members to organize students matters and functions; Students to obey them as they discharge their official duties	iii. Failure to obey the S.R.C officials	iii. Served with a warning letter and face the disciplinary committee.
		iv. Individual students welfare needs should be referred to the Dean of Students	iv.Failure to follow protocol	iv.Follow protocol and get a warning letter.
20.0	Establishment of Clubs and Societies	i. To facilitate leadership training, provide for the academic, social, and spiritual welfare of the students ii. Students to join at		

		least one club and not more than three for effective participation		
		<ul style="list-style-type: none"> iii. Each club must have a patron who is a lecturer for follow up iv. Each club must operate within the accepted constitution. v. A copy of the constitution should be given to the office of the Dean during registration of the club. 	<ul style="list-style-type: none"> i. Failure to submit a copy of the club constitution 	<ul style="list-style-type: none"> i. Submit with immediate effect before the next meeting
		<ul style="list-style-type: none"> ii. No students group should operate within the college if not registered with the Dean of Students. 	<ul style="list-style-type: none"> ii. Failure to register with the office of the Dean 	<ul style="list-style-type: none"> ii. Register immediately or the club cancelled
		<ul style="list-style-type: none"> iii. Clubs and societies shall be self-supporting in all financial matters 		
21.0	Procedure for forming clubs and societies	Must have a patron , a constitution and club officials	Failure to have a patron and a constitution	Come up with a constitution and get a patron before the next meeting
22.0	General Conduct of Clubs and Societies	<ul style="list-style-type: none"> i. Guest speakers shall be approved by the Principal 	<ul style="list-style-type: none"> i. Invitations to guest speakers without following the specified channeled (ie through the patron, the Dean of Students and the Principal where necessary) 	<ul style="list-style-type: none"> i. Desired activity will be stopped and a written warning
		<ul style="list-style-type: none"> ii. Clubs should not use college facilities for political campaigns 	<ul style="list-style-type: none"> ii. Using College facilities for political campaigns 	<ul style="list-style-type: none"> iii. Club activities stopped, written warning letter, matter referred to disciplinary committee for

				further action
		iii. No an authorized fund raising without the Chief Principal's authority	iii. Unauthorized Fund raising by students on college	ii. Activity stopped, written warning and suspension for two weeks
		iv. Regional or ethnic based clubs or societies shall not be registered.	iv. Clubs have ethnic / tribal affiliations	v. Activity stopped, Written warning and/or suspension for two weeks.
23.0	College Property	i. Students shall take reasonable care of property of the College.	i. 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
		ii. No tampering with college machines	ii. 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
24.0	Channels of Communication	In the redress of any grievances, students shall be expected to adhere to the laid down channels and procedures on Academic matters Residential matters: Welfare matters	Failure to follow the correct channel for academic and welfare issues as specified in the rules	Follow the laid down procedures
25.0	Miscellaneous provisions	i. Keep healthy boundaries	i. Students crossing into areas designated as out of bounds such as: College offices, Staff room, Staff quarters, Kitchen and kitchen	i. Verbal warning on first instance, written warning and or suspension in subsequent cases

			stores, Roof tops of building, all stores and Localities that may be restricted from time to time.	
		ii. Maintain safety from harmful gargets	ii. Using or having in his/her possession knives, sticks, metal bars or any other articles which might endanger other members of the College community	ii. Confiscating the item and Written warning and/or suspension for two weeks and reporting back to college accompanied by guardian/parent
		iii. Use proper language of communication	iii. Use profane or abusive language on others	iii. Verbal warning on first instance, written warning and or suspension in subsequent cases
		iv. Healthy co-existence	iv. Threatening , holding hostage, extortion, striking or physically harming any other student(s) a member of staff of the College or a member of public	iv. Written warning and or suspension for two weeks and reporting back accompanied by both parents.
		v. Maintain order while traveling using the college vehicles	v. interfering with transportation in College vehicles	v. Written warning and/or exclusion from future participation
26.0	Serious offences	Maintain integrity	Drug trafficking, arson, theft, LGBTQ (deviant sexual behaviour) , 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

REVISED BY :

1.  Date 26.07.2023


SUSAN OBIMBO

DEAN OF STUDENTS

2.  Date 26.07.2023

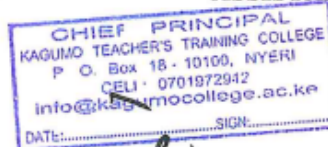
ANN MACHARIAH

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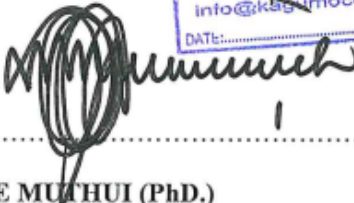
3.  Date 26.07.2023

DR. CHARLES GICHURU

ASSISTANT DEAN OF STUDENTS



Approved for Circulation by



Date 27th July 23.

Dr. EUSTACE MUCHUI (PhD.)

CHIEF PRINCIPAL

KAGUMO TEACHERS' TRAINING COLLEGE

RULES & REGULATION 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