

KAGUMO TEACHERS' TRAINING COLLEGE

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Vision: A Centre for Globally Competitive Teacher Education and Training

KAGUMO TEACHERS' TRAINING COLLEGE

RULES & REGULATIONS FOR STUDENTS

REVISED - JULY 2018

Mission: To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and Self-Directing professionals.

ISO 9001:2015 CERTIFIED

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1.0 PREAMBLE

1.1 Teaching Profession

The teaching profession offers its members several attributes among which are strong sense of self discipline, morals, loyalty, tolerance, justice and fair play. This Code of Regulations and Guide for Students at Kagumo T. T. College aims at enabling to facilitate peaceful and harmonious communal each one to captivate the required attributes. It also lays down the machinery to living. To be certificated as a teacher from this College compliance with the Code is an integral requirement.

1.2 To Whom Applicable

The Code is binding to all students admitted into Kagumo T. T. College for any course of training and also to any student visitors on the college.

1.3 When and Where Applicable

The Regulations are in force at any time on College and at any other time and place where programme organized by or related to College in any way take place. These include Educational field trips, clubs and societies excursions, sports and games meetings on/or away from College.

2.0 COLLEGE ROUTINE

2.1 Monday to Friday

6.00 a.m.	-	7.00 a.m.	Breakfast
7.15 a.m.	-	7.55 a.m.	Monday morning assembly (in Assembly Hall)
	-		Flag raising (Assembly ground)
8.00 a.m.	-	10.00 a.m.	Lectures as scheduled
10.00 a.m.	-	10.30 a.m.	Mid-morning tea break
10.30 a.m.	-	4.30 p.m.	Lectures as scheduled
12.00 noon	-	2.00 p.m.	Lunch (as scheduled for each class)
5.00 p.m.	-	6.00 p.m.	Games and sports
6.30 p.m.	-	7.40 p.m.	Supper
8.00 p.m.	-	11.00 p.m.	Private study

2.2 Weekends end Public Holidays

The routine is for the week days except:-

6.30 a.m.	-	7.30 a.m.	Breakfast
10.30 a.m.	-	11.00 a.m.	Tea break
12.30 noon	-	2.00 p.m.	Lunch
6.30 p.m.	-	7.40 p.m.	Supper

2.3 Quiet Hours (11.30 P.M. - 5.30 A.M.)

Between these hours all students must be in their rooms for sleep or quiet study. All noise should be diminished.

3.0 GUIDANCE & COUNSELLING SERVICES

3.1.1 Academic Issues

- 3.1.0 Any student needing academic help should contact the subject lecturer or class academic advisor or the head of department of the subject involved.
- 3.1.1 Academic issues of general nature should be referred to the academic secretary who should consult with the Registrar.

3.2 General Welfare Matters

- 3.2.1 A student with any issue bothering him or her should contact the Dean of Students for help. Personal matters are dealt with in the confidence they deserve.
- 3.2.2 If a student detects that a fellow student has a problem that is disturbing him/her that student should also inform the Dean of Students so that the student with the problem may get help.

4.0 ACADEMIC PROGRAMME

4.1 Admission

Admission to the College is done in accordance with the guidelines laid down by the Ministry of Education, Science & Technology.

4.2 Termination of Training/Student Leaves

Termination of training is effected for the student:-

- (i) Whose behavior constitutes a serious breach of College rules and regulations or
- (ii) Whose performance falls below the minimum set standards or
- (iii) Who is convicted of a criminal offence in court of law or
- (iv) Breaches the Teachers Service Commission code of regulations for teachers.
- (iv) Sick leave is granted to a student who becomes unable to carry on with the regular Course of training due to sickness, hospitalization or such other factors which warrant a leave of absence. Such a student may be re-admitted when the course missed next becomes available in the curriculum schedule.

4.3 Withdrawal From Training

A student who may find genuine reasons for withdrawing from training, must render a written request to the Principal. Release will be subject to the prevailing regulations by the Ministry of Education (MOEST) as well as satisfactory clearance from all responsibilities to College. A written reply must be received before one leaves the College

4.4 Progress in Training

- 4.4.1 Academic-It is the responsibility of each student to keep himself/herself fully informed about the progress in training through regular consultations with their lecturers and the relevant departments.
- 4.4.2 Leadership-As part of training, student are expected to take up leadership and execute responsibilities.

5.0 ACADEMIC WELFARE

5.1 Attendance of Lectures and Scheduled Activities

Attendance of lectures, tutorials, seminars, field trips, workshops, laboratory practicals and examinations schedules for one's class is compulsory. Any unauthorized absence calls for appropriate disciplinary measures.

5.2 Attendance of all assemblies is compulsory.

5.3 Leave of absence from scheduled activities for genuine reasons may be granted upon written application to the Dean of Students.

5.4 Students wishing to be away overnight or over the weekend must apply for an exit from the Dean of Students. At no time should the College authorities be unable to precisely explain the whereabouts of a student.

5.5 It is emphasized that exemption from attending any scheduled activities cannot be granted on the grounds of religious beliefs, personal philosophies or ideologies.

5.6 A student who has been granted leave of absence, sick leave or is hospitalized as a result of which he/she misses one fifth (20%) or more of lectures in any one subject area either consecutively or cumulatively, does not meet the requirement of training. He/she therefore must repeat the course when it is next offered in the curriculum.

6.0 I.C.T. POLICY

6.1 Adherence-All students are expected and should adhere to Kagumo T. T. College I.C.T. policy. This will include and not limited to

6.2 Acceptable Use -Networked resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the college. Users are expected to utilize the network systems in a responsible manner which includes but not limited to the following:

- i. Professional conduct must be maintained at all times.
- ii. Be polite – never send or encourage others to send abusive messages.
- iii. Use appropriate language – users should remember that they are representatives of the college on a global public system. Illegal activities of any kind are strictly forbidden.
- iv. Do not use language that could be calculated to incite hatred against any ethnic, religious or other group.
- v. Do not view, send or retain any offensive or illegal material. This includes any jokes or content that contains threats, pornography or any material that might constitute harassment.

6.2 Unacceptable use-Unacceptable use includes but not limited to the following:

- 6.2.1 Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety.
- 6.2.2 Transmitting unsolicited material to other users (including those on other networks).
- 6.2.3 Unauthorized access to data and resources on the college network system or other systems.
- 6.2.4 Hardware theft: it is illegal to remove any hardware from its designated place without express authorization.

- 6.2.5 Giving out password to other users; sending inappropriate email; downloading inappropriate materials; downloading music files; using email to bully or harass other students or staff.
- 6.2.6 The policy covers internet browsing, social networking and emailing when these activities are carried out using College-owned devices, applications, networks or systems. Use of social sites maybe blocked by the ICT Department.

7.0 STUDENTS ACCOMMODATION

7.1 Allocation of Rooms and Roommates

- (i) Students are expected to accept the rooms and roommates allocated to them by the Dean of Students.
- (ii) In the spirit of national unity, students are expected to co-operate in sharing hostel facilities and abstain from any behavior or habit that may in any way inconvenience other hostel residents.
- (iii) To facilitate proper management of the hostels, the matron will from time to time issue instructions to students. All students must comply with the matron's instruction.

7.2 Noise-It is an offence for a student to operate disturbing noise anywhere in the College and especially in the hostels. After 2300 hours there should be minimum noise in the hostels.

7.3 Furniture-The rooms (cubicles) in the halls of residence are equipped with standard furniture and all facilities available in the rooms, as well as their personal property. Students are not allowed to move the furniture. That which gets broken due to negligence, will be repaired or replaced at the concerned students' expense. All electrical and water fittings should not be tampered with in any way.

7.4 Other Welfare-Students are requested to report to the Dean of students, when they notice absence of their roommates for 12 hours. This will facilitate follow up in cases where a student may be in need of help. Students should also report to the Dean of Students about students who are unwell and may be tempted to sleep without first having been treated or given bed rest by the nurse in-charge. Where a student is aware that another student has left the college under suspicious or dubious circumstances, he/she should report to the Dean of Students promptly. There should be brotherly care for each other.

7.5 Bounds-Students sleeping rooms are out of bounds to members of opposite sex.

7.6 Keys-Students who are issued with keys for their rooms should return them to the matron at the end of the term.

7.7 Visitors-Students are not allowed to put up visitors in their rooms for the night.

7.8 Coordinator- Each hall of residence has a hall representative for co-ordination and representation.

7.8.1 All the matters concerning any given hall of residence should be channeled to the Dean of Students either by the Hall Representative or the Secretary for Housing.

7.8.2 The Halls Representatives shall co-ordinate all the activities of the halls in terms of games, athletics, festivals or any other joint activity involving the hall.

8.0 COLLEGE UTILITIES AND GENERAL CLEANLINESS

- 8.1 Water, electrical power and appliances are provided for communal use and must be used as such with care and turned off when not directly under active use.
- 8.2 Special care must be exercised in the use of bathrooms, wash places and toilets.
- 8.3 Each student is responsible for cleaning and tidying up his/her room and washing of bed linen.
- 8.4 Inspection of students' rooms is carried out periodically and without notice. Appropriate warning will be given to students whose rooms do not meet the expected standards of cleanliness and any other appropriate action will follow where necessary.
- 8.5 All litter must be disposed off in the containers provided at convenient places on the College.
- 8.6 Each student is called upon to protect the beauty of the College and the environment through use of footpaths and respect for flower beds, trees and shrubs.

9.0 MEALS

- 9.1 Meals are served and eaten only in the College Dining Hall in a cafeteria system and only on production of meal card at the time specified in paragraph 2:1 and 2:2. One must keep his/her place in the queue and maintain orderliness at all times.
- 9.2 Lost meal card will be replaced through the Dean of Students office on payment of Ksh. 150/= to Finance Officer or Cateress legitimizes one to ask for a meal card on production of receipt (where a meal card is lost). Lost and found meal cards are deemed invalid and should be surrendered to the Dean of Students' office.
- 9.3 Food is not offered to a visitor or non-student
- 9.4 Packed lunches and late meals for College groups may be organized through the College officials in charge of the relevant groups.
- 9.5 Meals for the sick or bedridden students or diet cards can be arranged for after the College Clinical Officer's recommendation. The meals will be conveyed by the catering personnel.
- 9.6 The College does not provide special diet. If required, the students concerned should strictly make their own arrangements.
- 9.7 Every student is expected to exercise the highest degree of punctuality, etiquette (table manners) and courtesy.

10.0 PERSONAL HEALTH AND GROOMING

- 10.1 At Kagumo, no special uniform is provided or required, in anticipation of the demands of the teaching profession, all students must dress neatly and well groomed at all times. Students are advised to adhere to the current teaching code of dressing. Dress code includes the hair.

- 10.2 Appropriate outfit are further required for laboratories or workshop or practical sessions. physical Education and all games as directed by the officials in charge.
- 10.3 Games and sports gear should be worn as directed by the games lecturers and during specified activities and times.
- 10.4 All sicknesses and injuries must be reported to the nurse on duty as soon as they occur. In case of emergencies at night, the students should contact security personnel/Dean of Students to assist them get to the nurse on duty
- 10.3 In the event of sickness for which the nurse on duty recommends bed rest and /or absence from any scheduled activity, he/she (the nurse on duty) will forward the relevant information to the lecturers, Registrar or other officers concerned through the Dean of Students. No student should go to bed alleging to be unwell, without the knowledge of the nurse on duty and the Dean of Students
- 10.4 Expenses for any medical consultation or prescription made outside the College clinic is entirely the responsibility of the recipient. All the same, it is extremely important that a student reports to the nurse on duty of any such required treatment.
- 10.5 Students with chronic or recurrent illnesses should report the case fully to the nurse on duty and submit the medical records to him. The Dean of Students should also be informed of each case.
- 10.6 Should a student fall into a lengthy sickness or serious infectious diseases he/she will normally be programmed to take a sick leave (See para:4.2 and 5.6)
- 10.7 The College reserves the right to carry out medical examinations of any student at any time.
- 10.8 Students are expected to keep a high standard of personal hygiene and maintain a high standard of cleanliness in their cubicles and halls of residence in general.

11.0 GAMES AND SPORTS

For proper growth and development the students are expected to take part in games & sports provided for by the College.

- 11.1 The games and sports are organized by the Games & Sports Department in conjunction with the Dean of Students office. The Secretary for Games and sports works in conjunction with Games & Sports department to make sure that students take an active part in games and sports.
- 11.2 The halls representatives coordinate with the Secretary for games and sports to organize inter-halls competition. It is expected that students in each particular hall will cooperate with their hall representative for this purpose.
- 11.3 In the event of external competitions, students are expected to adhere to the rules and regulations governing the host college/ institution.

12.0 LAW AND ORDER

- 12.1 Students Governance-Compliance- The student representative council (SRC) must comply with the Chapter 6 of the Kenya Constitution (2010).
- 12.2 The SRC aspirants shall be vetted first before being cleared for contesting. The vetting criteria includes
- i) They must have demonstrated respect for all members of the college.
 - ii) They must show objectivity and impartiality in decision making.
 - iii) They must demonstrate accountability to the members of Kagumo Teacher's College for decision and actions.
 - iv) Any other quality that may be deemed necessary for the good of the whole college fraternity.
- 12.3 All students are expected to abide by all the laws of Kenya Constitution 2010 including and not limited to:
- (i) Drug trafficking
 - (ii) Drug abuse
 - (iii) Fighting
 - (iv) Assault (on students and member of staff)
 - (v) Arson
 - (vi) Theft
 - (vii) Inciting other students
 - (viii) Rape and attempted rape
 - (ix) Organization of illegal assemblies
 - (x) Impersonation, may be reported to the police by the College authority.
- Notwithstanding any action that may be taken by the police under the foregoing, the College may take independent disciplinary measures.
- 12.4 It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, picketing or any other meeting for which permission has/not been granted by the College administration or government authority.
- 12.5 Where such procession, demonstration and ceremonies may be organized unlawfully, the organizers shall be subject to appropriate discipline action.
- 12.6 Smoking is forbidden in all College building and places where people assemble, whether indoors or outdoors.
- 12.7 Consumption or storage of any alcoholic beverages is strictly prohibited anywhere on the college or out of college on official outing or trip.
- 12.8 Students shall not use electric appliances or any other source of heat to warm the rooms or for cooking.
- 12.9 Any student who becomes drunk or permits his/her behavior to be influenced through the use of alcohol will face disciplinary action as stipulated in article 24:4.5 on discipline procedures.
- 12.10 It is a criminal offence to possess, handle, consume or administer any form of

hallucinogenic or narcotic drugs such as bhang, opium, LSD etc. These will be treated as police cases.

13.0 CASES OF PREGNANCY

- 13.1 In case of pregnancy the student is advised to take maternity leave.
- 13.2 A student is not expected to become pregnant during the entire course of training which includes the Teaching practice.
- 13.3 A student who becomes pregnant in spite of the caution will be withdrawn from training/teaching practice and stay away for a year. She will be re-admitted when the course missed next becomes available, subject to availability of any other College or Ministry's Regulation in force at the same time.
- 13.4 A student must report at once to the Dean of students as soon as she finds herself pregnant. Any waiting may make it difficult to obtain necessary help and proper programming and might cost the student the entire course of training.
- 13.5 Procurement of abortion will be treated as criminal offence.

14.0 SPIRITUAL WELFARE

- 14.1 Every student has right and freedom of worship as enshrined in the constitution as long as he/she does not infringe the right of others..
- 14.2 Whereas the College respects the right of each student to practice his/her faith, religious activities must not be allowed to interfere with the College's normal routine.
- 14.3 The major religious denominations have regular services scheduled on the College.

15.0 PERSONAL SAFETY AND SECURITY

- 15.1 A student should always carry the National and College Identity card whenever out of College. Security personnel are authorized to exclude from the College anyone who cannot identify him/herself properly.
- 15.2.1 The College authorities will not protect or cause any immunity from arrest and prosecution if a student breaks the law within or outside College. Students arrested outside College for various offences will be dealt with by the police. The individual student(s) arrested will be responsible for his/her own defense, payment of fines, bails etc. as the court may determine. In case of arrest, students should notify the Principal.
- 15.3 Students are strongly advised to be back to College before nightfall for security reasons (i.e. before 6.00 p.m.).
- 15.4 Safety measures and security precautions specified in various localities must be strictly adhered to.
- 15.5 A student should always carry the National and College Identity card whenever out of campus. Security personnel are authorized to exclude from the campus anyone who cannot identify him/herself properly.

- 15.6 Fire-fighting equipment and alarm may be used only in cases of genuine emergencies and as directed.

16.0 SAFETY IN WORKSHOPS & LABORATORIES

- 16.1 It is extremely important that all the regulations governing safety be closely adhered to without exception.
- 16.2 Special care must be taken in handling, utilizing and storing tools, materials, apparatus, machines, chemicals, fire and electric power to avoid any injury to oneself or others or cause damage to property.
- 16.3 Laboratory equipment and workshop machinery and all other types of equipment must be treated with minimum care and respect.
- 16.4 One must also follow the instructions specified to each locality. However in case of any doubt or additional advice, the lecturers or laboratory technicians must be consulted.
- 16.5 Hard cover shoes for protecting the foot must be worn during laboratory and workshop sessions.

17.0 CARE OF PERSONAL BELONGINGS AND COLLEGE PROPERTIES

- 17.1 While the College will generally take the necessary steps to maximize security all round. It is the responsibility of each student to ensure the safety of his/her personal belongings and materials of equipment, entrusted to his/her care. To this end, every student must:-
- (i) Lock up the box, wardrobe and room properly.
 - (ii) Make proper use of main entries and emergency exits in respective areas.
 - (iii) Make proper use of the utility rooms.
- 17.2 Special care must be taken for locks and keys, repairs of damaged locks and keys are charged to those responsible.
- 17.3 A clearance certificate must be obtained at the end of each course and when a student has to leave the College on a lengthy leave.
- 17.4 Unauthorized permission of any property to the College or individuals is regarded as that warranting appropriate disciplinary or even legal action to be taken.

18.0 VISITORS TO STUDENTS

- 18.1 Visitors will normally be received when students are free from lectures and other scheduled activities.
- 18.2 No visitors may be received when students are on lectures and other scheduled activities.
- 18.3 No visitors may be received in students' residential (sleeping rooms) at any time.
- 18.4 Visitors should not be offered accommodation in the student's rooms.

- 18.5 When within the College any visitor is subject to same Rules and Regulations of the College.
- 18.6 Visitors should conduct him/herself with dignity and decorum and should not cause breach of peace.

19.0 STUDENTS CORRESPONDENCE

- 19.1 College stationery, headed or plain should not be used by students, whether individuals or groups.
- 19.2 Any correspondence sent out by or addressed to students' groups or individuals having any bearing on such group activities must be channeled through a patron of club/society.
- 19.3 No student may write any correspondence on behalf of the Principal or any other College official.
- 19.4 College official telephone may not be used to send or receive private messages.
- 19.5 It shall be an offence to make slanderous and /or irresponsible statements about matters affecting the College or students' organization.
- 19.6 Publishing, writing and/or distributing of anonymous literature of malicious nature including placards shall be subject to disciplinary action.
- 19.7 Displays of advertising notices on College premises shall be subject to approval by the Dean of Students. Authorized notices, advertisements etc must be signed. Dated and preferably bearing the College official stamp. Those responsible for the approved notices shall remove them within the prescribed duration.

20.0 COLLEGE TRANSPORT FACILITIES

- 20.1 Clubs/Societies and other students' groups wishing to use College transport may make their request to the Principal through the Dean of Students and the patron of the club/society or group.
- 20.2 Any student club/society or group using College transport facilities must be accompanied by their patron or an authorized lecturer or College official who takes full charge of the group, the trip and the itinerary etc.
- 20.3 The College has availed the students the machinery for their aspirants to be channeled to the administration through an elected Students' Representative Council (S.R.C.).
- 20.4 Each student should be familiar with the S.R.C. constitution and make use of the S.R.C. as the channels of communication.
- 20.5 Members of the S.R.C. are expected organize students matters and functions and students are expected to obey them as they discharge their official duties. Councilors are expected to assist both the students and the administration to bring about a harmonious life in College.

20.6 Individual student's welfare needs should be referred to the Dean of Students who will provide the necessary Guidance and Counseling and such other assistance as the case may call it.

21.0 CLUBS AND SOCIETIES

21.1 Clubs and Societies are established in the College to facilitate leadership training and to provide for the academic, social and spiritual welfare of students. A student is free to seek membership in the clubs and societies that best caters for her or his interest. Students are encouraged to join at least one club and not more than three for effective participation.

22.2 Each club or society must have a patron who is a lecturer/tutor and must operate strictly within the accepted constitution, a copy of which is given with the office of the Dean of Students during the registration of the club/society.

22.3 No student group may operate within the College if not registered with the Dean of Students.

22.4 Student leadership qualities and active participation in a club or society, games and sports etc are recorded for purpose of overall assessment.

22.5 Clubs and Societies shall be self-supporting in all financial matters.

23.0 PROCEDURE FOR FORMING CLUBS AND SOCIETIES

23.1 The students intending to form club or society shall first notify the Dean of Students of their intentions, so that they will be given authority to organize and call a meeting of others who are interested. Then they shall draft a proposal which must include the following:-

- (i) Name of the club/society
- (ii) Justification
- (iii) Objectives
- (iv) Interim office bearers and patron
- (v) An indication of likely membership
- (vi) Possible sources of funding

23.2 The students shall then:

- (i) Discuss the proposal with the Dean of Students
- (ii) Draw up the proposed club or societies' constitution
- (iii) Seek approval for the club/societies from the Dean of Students.

24.0 MANAGEMENT OF CLUBS AND SOCIETIES

24.1 All clubs and societies shall be managed in accordance with their approved constitutions.

24.2 All scheduled activities must have prior approval of the Dean of Students

24.3 For these purposes a list of scheduled activities in form of programme shall formally be forwarded to the Dean of Students at the beginning of the term.

25.0 GENERAL CONDUCT OF CLUBS AND SOCIETIES

- (i) All invitations to guest speakers shall be channeled through the patron, the Dean of Students and the Principal where necessary.
- (ii) The College facilities may not be used for National political campaigns.
- (iii) Fund raising by students on campus shall not be allowed unless authorized by the Principal.
- (iv) Associations based on tribal and /or ethnic affiliations are not allowed in the College because they hinder national cohesion envisaged in the Kenya Constitution.

26.0 COLLEGE PROPERTY

- 26.1 A student shall take care of the College property and shall be held responsible for loss or damage to any such College property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.
- 26.2 Students are not allowed to repair or tamper with any College machines, equipments, electrical installation, water system or any other equipment/facility.

27.0 CONDUCT IN GENERAL

- 27.1 All students shall conduct themselves in accordance with the highest standard of integrity, personal discipline and morality and in particular shall:-
 - 27.2 Respect and adhere to the administration and academic rules, procedures and structures established by Kagumo T. College, for the control, governance and operations of the college.
 - 27.3 Respect the rights and privileges of the members of the College community at all times.
 - 27.4 Refrain from any conduct that might bring the College or any section or programme thereof into disrepute or public odium.
 - 27.5 Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible people.
 - 27.6 Wear acceptable and appropriate attire at all times and in particular while attending features, practicals, during meal times in the dining hall or say College functions.

28.0 CHANNELS OF COMMUNICATION

In the redress of grievances students shall be expected to go through the laid down channels and procedures as follows:-

- 28.1.1 Academic matters:** Class secretaries, Academic secretary, Class academic advisors, Heads of department and then to the Registrar.
- 28.1.2 Welfare matters:** Matron, Cateress, Clinical officer, Security officer, Lecturer on duty or S.R.C. depending on the area and then to the Dean of Students, Deputy Principal and Chief Principal.
- 28.1.3** The hierarchy of the Students council shall be expected to adhere to the procedures in (i) and (ii) above to ensure peaceful processing of students grievances.

29.0 MISCELLANEOUS PROVISIONS

- 29.1 Except where specifically allowed by the relevant College officials the localities below are out of bounds to all students.
- (a) All College offices
 - (b) Staff room
 - (c) Staff quarters
 - (d) Kitchen and kitchen stores
 - (e) Roof tops of building
 - (f) All stores
 - (g) Localities that may be restricted from time to time.
- 29.2 A student shall not use or have in his/her possession knives, sticks, metal bars or any other articles which might endanger other members of the College community.
- 29.3 A student shall not use profane or abusive language on others.
- 29.4 A student shall not threaten, hold hostage, extort, strike or physically harm any other student(s) a member of staff of the College or a member of public, individual grievances should be taken to the Dean of Students.
- 29.5 It shall be an offence for a student to interfere with transportation in College vehicles.
- 29.6 Any group of students permitted to go out for any purpose should give a copy of the list of names of all those who are going out to the Dean of Students and the catering department. The lists should include the meal card numbers.
- 29.7 The Principal working on behalf of the College Board of Management may
- (a) Suspend any student suspected of committing an offence under these regulations from the College pending further disciplinary measures.
 - (b) Take any other measures necessary for the proper operation of disciplinary procedures and maintaining order.

30.0 REINFORCEMENT OF REGULATIONS

- 30.1 Cases of indiscipline are treated according to the seriousness and circumstances.
- 30.2 For other minor offences a student may be warned verbally and warning recorded.
- 30.3 A written warning is issued in case of a serious breach of the code of regulations e.g. drunkenness, repeated minor offences, willful damage to College property, lying, dishonesty etc.
- 30.4 Suspension from College is made where a student has committed serious offences such as theft, incitement, impersonation, disrespect to authority or national flag, immoral or unethical behavior, physical assault etc.
- 30.5 It should be borne in mind that any indiscipline may lead to a recommendation for termination of training.

31.0 DISCIPLINARY PROCEDURES

- 31.1 There is a student' College disciplinary committee chaired by the College Deputy Principal.
- 31.2 The chairman shall call a meeting when disciplinary cases arise.
- 31.3 The secretary of the committee shall notify the student of the complaint against him, and call him to the meeting of the disciplinary committee.
- 31.4 The committee shall hold due enquiry and ensure the student is given a fair hearing.
- 31.5 The committee shall hold due enquiry and shall not be required to adhere to the rules of evidence of procedures as applied in court of law. In particular the committee shall ensure that the student is given a fair hearing.
- 31.6 The committee shall have powers to impose any of the following measure:
- (a) To discuss the case against the student.
 - (b) To advice and counsel the student
 - (c) To warn or caution the student either verbally or in writing.
 - (d) To recommend to the Principal to suspend the student or take any other necessary disciplinary action.
- 31.7 The provision of these regulations and the decision made by the College shall not delegate from the right of the police or any member of public so entitled to bring any action or to institute criminal proceedings in respect of the same state of facts against any student in a court of law nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.

32.0 REGULATIONS PERTAINING TO EXAMINATIONS

- 32.1 **Significance:** All College examinations are important components of the training programme. They must therefore be taken with all the seriousness and respect they deserve
- 32.2 **Examination card:** All candidates will be issued with an examination card which must be produced and /or displayed as directed by the invigilators as the authority.
- 32.3 **Presence and punctuality:** Each candidate must be present in the examination punctually. The invigilator has the right to bar entry to any late candidate. No student who is 30 minutes late will be allowed in the examination room. When the examination starts a student must sit in the examination room for the whole time allocated to the paper.
- 32.4 **Following instructions:** It is important that each candidate follows the directions of the invigilator. There is no room for any discussion in an examination situation.
- 32.5 **Extraneous materials:**
- (i) Candidates must not carry into the examination room materials that are not allowed e.g. books, papers, notes, phones, computers etc. Should anything extra be required, candidates will be informed in writing well in advance. It is the candidate's duty to notify the invigilator the presence of any extraneous materials in the room. The presence of any such material may be held against the candidate.

- (ii) No mobile phones are allowed in the examination room. Any candidate who is found in possession of a mobile phone will have the phone confiscated and any other disciplinary measures taken against the candidate depending on what other evidence would accompany the carrying of the mobile phone.
- 32.6 **Rubrics:** The reading, understanding and following of the rubrics are all part and parcel of the examination except in cases of obvious misprinting.
- 32.7 No noise or movement is expected to the examination room once the examination has commenced. To draw the attention of the invigilator, it is necessary to raise one's hand. Retrieving any misplaced paper or writing material even when accidentally dropped requires the invigilator's permission.
- 32.8 **Absence:** Information about any absence due to sickness requires the nurse on duty written report before the examination. Leave of absence on other genuine reasons must be notified in advance through the Dean of Students. Otherwise a candidate is noted out to the defaulting candidate. A student who is absent from an examination will straight away score zero marks for records. A student who is proved of dishonesty in any examination will have the paper concerned nullified and a score of zero will be awarded. Further disciplinary action will be taken on the student.
- 32.9 **Examination stationery:** The necessary writing materials will be provided hence no other writing materials may be bought in by the candidate and none whatsoever may be taken out, whether used, unused, soiled or disfigured. All must be left in the examination room. It follows that anyone in possession of the materials will be required to write to the chairman of the academic and examination board explaining the circumstances leading to the possession of the materials. The board will take any measures it deems appropriate.
- 33.0 GUIDANCE TO THE COLLEGE LIBRARY**
- 33.1 **Rules and regulations:** The following basic rules and regulations are intended to enable the library to offer maximum service to all its users. It is therefore expected that such user will read, understand and adhere to all the rules and at the same time consult the librarian and other library staff for any assistance one may require. Admission into the library and use of books and facilities therein are conditional to strict observance of the rules
- 33.2 **Definition:** Unless otherwise explicitly stipulated, the use of the word 'Book' in this context applies to any book, journal, pamphlet, magazine, music, scope map, chart, plan, gramophone records, cassette or tape recording, film or microfilm, slides, e-books or any material or articles that may make part of the collection of the library.
- 33.3 **Membership:** Membership of the College library is restricted to the College staff, students and such persons to whom the Principal has given permission to use. The librarian and heads of tuition departments, may also recommend membership for persons. All College students must have a valid College Identification Card while any user must also have proper means of identification.

33.4 General Rules

- i. Silence must be maintained at all times.
- ii. Smoking, consumption of any food stuff or beverages are completely prohibited in the library.
- iii. Sleeping in the library is prohibited.
- iv. Readers in the library must be neatly and decently dressed at all times. Overcoats, hats, fur jackets and torn clothes are of place.
- v. Handbags, brief cases, containers and files are not allowed in the library. Those may be left at the counter provided for the purpose.
- vi. Readers who have contracted infectious diseases are not allowed to use the library nor should they return books borrowed but must instead alert the library at once.

33.5 Borrowing

- i. Registration of readers is carried out at the issue desk in the library. There are two categories of readers i.e. staff and students each using a different format.
- ii. Students:-Students are required to produce their College identity cards for their identification. Details concerning each student are recorded down, then the student is issued with four (4) borrowers tickets so that he/she can borrow a maximum of four books at a time for a period of fourteen days. Renewal is subject to demand by other readers.
- ii. Staff:-Members of staff have to be introduced to the library by their heads of department. Lecturers are issued with ten (10) borrowers tickets of which they can borrow books at a time for a period of thirty (30) days. Non-teaching staff can borrow books for fourteen (14) days.
- iii. Each book or library material borrowed must be officially charged by the library staff before being taken out of the library.
- iv. Certain books which are on demand are placed in the Reserve section and are lent out for overnight or weekend use only. During the day the collection is used within the library.
- v. Readers wishing to make use of the library loan from KNLS (Kenya National Library Services) may make their own requests through the librarian
- iii. A user must ensure that any borrowed materials are in good condition before material in possession.
- vii. Reference materials will be used within the library and not borrowed.
- viii. Losses of the library material must be reported to the library staff immediately.
- iv. Marking, writing, mutilation or soiling of any library material is a very serious offence punishable by the full payment of replacement cost of the material and subject to further disciplinary action.
- v.
- vi.

- vii Readers must ensure that materials on loan are returned on or before the due date. A fine of one shilling per day is levied for any overdue material borrowed from the open lending section and a fine of one shilling per hour from the reserve section.
- vii. Library borrowers' tickets are not transferable.

For clearance at the end of every term all the borrower's tickets must be surrendered for inspection at the security point.

33.6 Suggestion Box

- i. Readers are advised to make constructive suggestions on any issue towards the improvement of library services through the library suggestion box and if possible indicate your name and address so that the librarian can be in a position to reply. Please note that your particulars will be treated as confidential.

33.7 Library Staff

- i. Library staff are charged with duty of giving services to the users and also to ensure that library rules and regulations are observed for mutual benefits of the entire College community.
- ii. The chief librarian will be glad to assist in case of any problem that cannot be solved by other library staff.
- iii. Members of the College community are required to give full cooperation on library rules, procedures etc.

33.8 Library Hours

- i. The library will remain open as follows:-
Term Time:- Week days: 0830 hrs -2200 hrs
 Saturdays: 0830 hrs -1500 hrs
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- ii. Vocational Sessions Week days: 0830 hrs -1300 hrs
 1400 – 1700 hrs
 Sundays and public holidays - Library will be **CLOSED**.
- iii. Readers are reminded to make regular reference to the main library bulletin board on various subjects which may appear from time to time concerning this changes of rules and regulations.
- iv.** The library may amend this guide without further notice.
A more detailed library guide will be issued in the library during the orientation session.