

KIHARU TECHNICAL AND VOCATIONAL COLLEGE

RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS

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

A. GENERAL CONDUCT

- (i) Respect and adhere to the administration and training procedures and structures established by the Institute.
- (ii) Respect the rights and privileges of the members of the Institute Community at all times.
- (iii) Refrain from any conduct that might bring the Institute or any section or programme to disrepute.
- (iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.

B. TRAINING CONDUCT

- (i) All students shall conduct themselves diligently as they pursue their respective courses of study.
- (ii) Except for good reason(s) attend all lectures, seminars, practicals and other scheduled programmes or instructions; including academic trips and industrial attachments.
- (iii) Refrain from any conduct whose object or logical consequences is to disrupt the operation of training programme of the Institute and comply with all other regulations made by departments for the proper conduct of specific programmes.

1. ENTRY TO AND EXIT FROM THE INSTITUTE

- (i) Upon admission, it is mandatory for students to register for a college identity (ID) card.
- (ii) In case of loss of an ID card the affected student must report in writing within two days to the Dean of students.
- (iii) A student found using an ID card belonging to another student to access the gate, or seeking other services shall face disciplinary action.
- (iv) The ID card is property of Kiharu Technical and Vocational College. A student who completes a course of study must surrender the ID card to the Dean's office through the laid down clearance process.
- (v) All persons visiting students must surrender their original National ID cards to the duty security officer in exchange of a gate pass.
- (vi) All students passing through the gate must display or produce on demand a valid college ID card at all times.

2. DRESSING

All students should dress decently at all times while in the Institute. The following shall specifically not be allowed:

- (i) Caps or any other type of hat in class.
- (ii) Unkempt Dreadlocks by all students.

**KIHARU TECHNICAL AND
VOCATIONAL COLLEGE
PRINCIPAL**
DATE.....
**P. O. Box 29-10200,
MURANG'A**

(iii) Unkempt hair by all students.

(iv) Indecent exposure

3. OTHERS

(i) All correspondences to the press or other mass media by students or officials of college students' organization or of other association of students within the Institute in their capacities shall bear their names and private address.

(ii) All public statements affecting the Institute which are intended to be issued on behalf of any organization or association of students must receive prior approval of the Principal.

(iii) Invitation of public personalities to visit in their official capacity shall be channeled through the Principal.

4. THE PROVISION OF THE ABOVE REGULATIONS NOTWITHSTANDING, ALL STUDENTS SHALL:

(i) Park in the designated parking area.

(ii) Refrain from acts of hooliganism, unruly or rowdy behavior (including fighting), emission of unreasonable or excessive noise or conduct likely to cause annoyance or disturbances to others within or outside the Institute premises.

(iii) Desist from tampering with firefighting and other appliances whenever installed for firefighting only.

(iv) Desist from misuse, willful damage or destruction of the Institute property in default of which such students or group of students shall bear full responsibility thereof.

(v) Desist from abuse of drugs as prohibited by the law.

N/B: Any infringement, infraction or persistent disregard of any of the above rules and regulations shall constitute a disciplinary offence for which disciplinary action shall be taken against a student in accordance with this clause herein.

5. DISCIPLINARY OFFENCES

Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations.

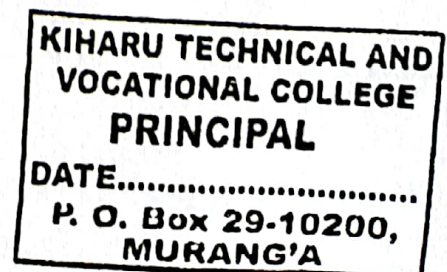
(a) Minor Offences/Disciplinary Offences

(i) Boycott of scheduled lectures, tutorials, practicals and other programmes or instructions. In case one has to miss lessons for any genuine reasons, one should seek permission from the respective Head of Department.

(ii) Any other disciplinary offence which may interfere with the proper running of the Institute shall be dealt with accordingly.

(b) Gross Misconduct

(i) Assault or issuance of threats to other students or causing fear and despondency with an intention of disrupting learning and any other Institute activities.



- (ii) Any attempt to conceive, design or affect any strategic plan of whatever nature whose object or logical consequence is to disrupt the operation of training programmes.
- (iii) Malicious or willful damage or loss of Institute property.
- (iv) Disorderly conduct and molestation of other members of the Institute community.
- (v) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings processions or public ceremonies for which permission has not been obtained from the government or the college authorities.
- (vi) Drunken and disorderly behavior and abuse of or use of drugs the possession of which it prohibited by law.
- (vii) Conviction in a court of law for commission of a criminal offence of such nature that should in the opinion of the management warrant expulsion from the Institute.

6. DISCIPLINE OF STUDENTS

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

(a) Disciplinary Authority

For purpose of these regulations the Principal, acting on behalf of the Board of Governors(BOG) is the disciplinary authority of the Institute.

(b) Disciplinary Measures

(i) Minor Offences

The following action/s shall be taken against any contravention of the minor offences:

- Parent/guardian to be called to the Institute to discuss the conduct of the affected student.

(ii) Gross Misconduct

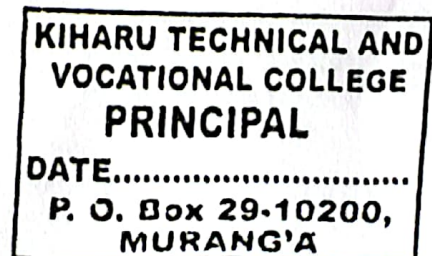
- The affected student shall be suspended for two weeks and shall be expected to be accompanied back to the Institute by his/her parent/guardian as indicated in the student's admission data form and appear before the Institute disciplinary committee.
- In case the offence is of a criminal nature the matter shall be referred to the relevant authorities where the law (laws) of the land shall be applied accordingly.
- Any other disciplinary measure as shall be determined by the Institute's disciplinary committee or authority.

(c) Disciplinary Structures

(i) Disciplinary Committee

Disciplinary Committee shall be constituted from the following members;

- | | |
|--|---------------|
| 1. Deputy Principal Administration/Academics | - Chairperson |
| 2. Registrar | - Secretary |
| 3. Dean of students | - Member |
| 4.HOD of respective department | - Member |



5.HOD Guidance And Counselling -Member

(ii) Disciplinary Appeals Committee

This committee shall be composed of the following members;

1. Principal - Chairman
2. Registrar - Secretary
3. Dean of students - Member
4. Two members of teaching staff - (Male/Female) Temporary
members from independent departments
5. Two students from students council - President & vice president

N/B: The temporary members will only attend such meetings when there are indiscipline cases affecting their areas.

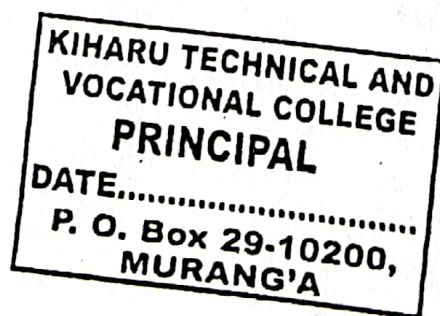
The police may be called upon to assist in the event of a student or students resisting to comply with official orders. Where a case is of a serious nature, and may warrant expulsion, three (3) members of the appeals committee shall present this case to the Board of Management.

These members shall comprise:

1. The Principal
2. The Dean of students
3. One other member of the Disciplinary Appeals Committee

Binding of the rules and regulations

- (i) A review of the rules and regulations shall take place five (5) years after the transition date.
- (ii) Amendment of the rules and regulations shall take place three (3) years after transition date.



DANIEL.K. WAHUNGU
PRINCIPAL/ SECRETARY B.O.G

KIHARU TECHNICAL AND VOCATIONAL COLLEGE

PO BOX 29 – 10200 TEL: 0720-657-630

MURANG'A

I

Do declare that I have read the rules and regulations governing the Institute conduct and discipline of the students at Kiharu technical and vocational college & academic policy and that I have understood their content and meaning and undertaken to abide by them, during the period that I am a bonafide student of the institute.

I shall accept any consequences arising from my conduct in contravention to the school rule and regulation and academic policy.

Signed:

Date:

Department admitted to: Date

Witness: Parent/Guardian/Sponsor (Tick Whichever Applicable)

Name

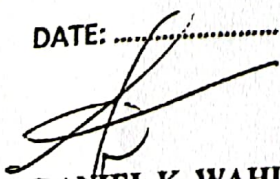
Address..... Tel No.....

MOBILE NUMBER:

PROFESSION:

SIGNATURE:

DATE:



DANIEL K. WAHUNGU
PRINCIPAL/BOG SECRETARY

**KIHARU TECHNICAL AND
VOCATIONAL COLLEGE
PRINCIPAL**
DATE.....
**P. O. Box 29-10200,
MURANG'A**