



KTVC RULES AND REGULATIONS

1.0 INTRODUCTION.

All trainees are considered mature, responsible and respectful of both self, others and established systems. Consequently, all trainees are enrolled on the strict understanding that they shall comply with established rules and regulations, policies and procedures. We provide, herein rules and regulations which **MUST** be followed at all times.

2.0 TRAINEE REGISTRATION.

There will be compulsory re-admission every term for all continuing trainees within the first one week of opening. Failure to comply will lead to automatic deferment.

3.0 ATTENDANCE OF CLASSES.

- 3.1 Attendance of all classes is compulsory for all students except with written permission from the respective Head of Department. Failure to comply will lead to course requirement not met (CRNM).
- 3.2 All trainees **MUST** at all observe all college routines including lesson timetable, classroom allocations. Failure to comply may lead to warning or two weeks suspension.

4.0 EXAMINATION.

- 4.1 Internal Exams: All trainees must sit for internal examinations. Failure to sit for any internal exam shall lead to suspension for a period not exceeding two (2) weeks and an examination fee as stipulated in the academic policy. Subsequent irregularities may lead to exclusion.
- 4.2 External Exams: All external exams will be conducted as per the requirements of the external examining bodies.

5.0 COLLEGE PROPERTY.

- 5.1 Trainees must handle college property with utmost care. Any trainees who damages, vandalizes or loses college property will be surcharged the full replacement value of the item. Where more than one student is

involved in the damage of college property, a general charge shall be imposed on all the concerned group of trainees.

- 5.2 Movement of college furniture, tools and equipment from designated places (that is; laboratories, workshops, offices, library, dining hall, hostels, stores and staffroom) without valid permission is strictly prohibited.

6.0 HOSTELS.

- 6.1 Accommodation to students in the college is allocated by the administration upon the student meeting all accommodation requirements which include payment of accommodation fees as set and revised by the college.
- 6.2 Trainees admitted into the hostels shall be assigned a specific numbered room, bed and mattress. No trainees should transfer between rooms or beds without express authority from the Dean of students after updating official room allocation records.
- 6.3 It is the responsibility of the student to take care of the room and the facilities therein.
- 6.4 Any misuse of the accommodation facility which includes allowing unauthorized persons into the room will draw disciplinary measures that may result in suspension and subsequent expulsion.
- 6.5 Lost or damaged beds, mattresses, keys/locks, electric sockets among others shall be replaced at the allottee's expense.
- 6.6 Visiting opposite gender rooms is restricted.
- 6.7 No visiting parents, friends or relatives are allowed in the hostels except with permission from the Principal, Deputy or Dean of students.
- 6.8 Students will be expected to bring and wash their own linen. Any time such linen is provided, it will be washed at the end of the term by the housekeeping staff.
- 6.9 During quiet time, students should stay in his or her room. He/she must not disturb those studying or sleeping. At all times, students are requested to avoid unnecessary noise and be considerate to those who are studying and also to other residents

- 6.10 No obscene literature shall be written, displayed or drawn on the walls. Failure to comply may lead to forfeiture of hostel facility.
- 6.11 Ablution rooms must be used properly and kept clean.
- 6.12 No cooking or heating of water using electrical power is allowed in the hostel. Failure to comply will lead to forfeiture of boarding facilities as well as penalty of Ksh 3000 surcharged on the student.
- 6.13 Any guest/commuter found staying overnight in the college hostels will be deemed to be trespassing and the guest/commuter trainees shall be surcharged the full term's hostel fee while the host trainees will forfeit boarding facilities.

NB: Expectant trainees will be allowed to carry their pregnancies to full-term and can attend classes. They shall make private accommodation arrangements.

7.0 DINNING HALL/KITCHEN.

- 7.1 The kitchen is out of bounds to all trainees at all times.
- 7.2 The cafeteria system must be strictly observed at all times (*once operational*).
- 7.3 Trainees MUST adhere to meal timetable. No trainee shall be served outside the serving time (*once operational*).
- 7.4 Special meals shall be served with prior notice and with medical recommendation on PAYE rates (*once operational*).
- 7.5 Use of vulgar or disrespectful language shall NOT be used on kitchen staff.

NB: Failure to observe the dining hall rules may lead to withdrawal of dining hall services to the trainee, suspension or exclusion.

8.0 DRUG AND SUBSTANCE ABUSE.

- 8.1 Alcohol, drug or substance abuse is strictly prohibited.

8.2 No trainees shall possess, handle or sell alcohol, drugs or illicit substances within the college premises. Such trainee (s) shall be subjected to the college disciplinary committee.

8.3 Any trainees found to be a nuisance as a result of taking alcohol, drugs or substances may be served with a warning or be suspended for a maximum two weeks and/or be subjected to the college disciplinary committee.

9.0 HAWKING.

No trainee is allowed to hawk within the college, failure to comply will lead to maximum of two weeks suspension and such goods shall be confiscated.

10.0 FIGHTING.

10.1 Fighting is strictly prohibited. Any trainee found fighting, harassing or molesting another person shall be subjected to the college disciplinary committee.

10.2 Weapons and/or offensive paraphernalia are not allowed in the college compound. Any trainees found in possession of the above will be suspended for a period of not exceeding two weeks and/or shall be subjected to the college disciplinary committee.

10.3 Trainees shall not have any association with criminal activities and/or gangs. Such trainees shall be reported to the police and college shall take appropriate disciplinary action.

10.4 No public/guest speakers can address trainees or staff without written permission from the Principal, lest they be considered trespassers. Trainee(s) who invite such speaker(s) shall be subjected to the college disciplinary committee.

11.0 CO-CURRICULAR ACTIVITIES

Only bonafide trainees are allowed to participate/represent the college in co-curricular activities. Trainees who have completed their courses will not be allowed to represent the college, whatsoever.

12.0 INTEGRITY.

12.1 All trainees must conduct themselves with the highest level of integrity and honesty. Any trainees who are caught stealing or being involved in forgery, fraud or any criminal offence shall be suspended for a maximum of two weeks and do as **.

12.2 All trainees shall uphold respect for the teaching and support staff, visitors and fellow trainees.

13.0 DRESSING.

13.1 Trainees shall dress with decorum i.e. avoid provocative dressing.

13.2 Workshop/laboratory attire or any other inappropriate attire should not be worn inside the dining hall.

13.3 Hats, earphones and caps shall not be worn in classrooms, offices, library, and workshop and laboratories or at assembly meetings.

14.0 HEALTH AND MEDICAL.

14.1 All cases of illness occurring within the college should be reported to the college Clinical Officer/Dean of students immediately.

14.2 The Clinical Officer/ Dean of Students will give written permission to be absent from classes in case of illness and the information will be conveyed to the Head of Department.

NB: The College offers treatment for minor ailments (must be a bona fide trainee for the given term). Those in need of specialized treatment will meet their own medical expenses.

15.0 GENDER AND DISABILITY.

KTVC does not discriminate against gender or trainees with disability.

16.0 CLEANLINESS.

All trainees are expected to ensure self-cleanliness and tidiness in college rooms and compound.

17.0 ELECTRICAL FITTING AND APPLIANCES.

17.1 Trainees shall NOT tamper with any electrical fitting or connect unauthorized additional electrical appliances.

17.2 Trainees must not remove bulbs from corridors, ablution blocks or any other part of the buildings.

17.3 All lights must be switched off when not in use.

17.4 Any trainees in contravention of (i) & (ii) above will be surcharged ten times the cost of replacement.

18.0 CLUBS & SOCIETIES.

- 18.1 All trainees are free to join any registered clubs or society in the college.
- 18.2 Registration of any new club/society will be allowed provided its constitution is in harmony with the college rules and regulations.

19.0 LIBRARY, WORKSHOPS, LABORATORIES AND OTHER SPECIAL ROOMS.

- 19.1 The use of the library, workshops and laboratories shall be governed by their respective rules.
- 19.2 Damage or loss of materials in the special rooms MUST be replaced by the trainee responsible for the damage or loss immediately, within the term during which the damage/loss occurred.

20.0 LANGUAGE AND CHANNEL OF COMMUNICATION.

- 20.1 All trainees shall use English or Kiswahili as the official language of communication.
- 20.2 Correspondence with other institutions or corporations from the students' council or clubs MUST be submitted through the Dean of Students.
- 20.3 College headed paper should NOT be used for private correspondences.

21.0 FREEDOM OF WORSHIP

- 21.1 The college is non-denominational. Each student is free to practice his/her faith but should be aware of rights of others to do so. Religious groups wishing to utilize college facilities must obtain right of entry from the Dean of Students.

22.0 PERMISSION TO LEAVE COMPOUND

- 22.1 After classes and other scheduled activities, resident students may leave the compound but are advised to return before dark
- 22.2 All resident students MUST return to the college before quiet time.
- 22.3 Students may stay out overnight during weekends from Saturday to Sunday at 21.00 but only after obtaining a written pass from the Dean of Students.

23.0 TRIPS AND TOURS

All trainees shall observe college rules and regulations while on trips otherwise disciplinary measures shall be meted by the college administration immediately they return.

24.0 WARNINGS

- 24.1 Throughout the duration of your stay in the college, you will be expected to take your studies seriously and maintain a good academic performance.
- 24.2 Breaking of college rules and regulations and other misbehavior, may lead to a verbal or written warning. In cases where a student repeatedly breaks the rules and regulations, the Principal/Secretary Board of Governors has the authority to suspend such a student from college with immediate effect. The Ministry of Education has authority to expel a student from college.

25.0 REPORTS

- 25.1 Any incident or major problem should be reported immediately to the responsible Duty officer, Security Officer, House Keeper, Dean of Students or Deputy Principal.
- 25.2 Students can also use the other modes of reporting e.g. suggestion boxes, complains and compliments boxes.

26.0 VALIDITY

- 26.1 The KTVC Governing Council reserves the right to amend/or review the above rules and regulations from time to time as deemed necessary.

27.0 INTERPRETATION

- 27.1 Any queries regarding the interpretation of these rules and regulations shall be determined by the KTVC Governing Council.

28.0 AMENDMENTS TO THESE RULES AND REGULATIONS.

The Principal, in consultation and with approval of the Board of Governors, reserve the right to change, add to, amend or otherwise vary these rules and regulations at any time without notice and in accordance with the relevant laws in Kenya.

NB:-

- (a) Please acquaint with the KTVC Academic Policy, Corruption Prevention Policy, Code of Conduct and other policies within the institution.
- (b) On first admission, every trainee shall read, understand and declare that she/he will observe these rules and regulations during the period he/she is under instruction.

29.0 COVID 19 RULES AND REGULATIONS.

- a) Wash your hands regularly with soap and running water.
- b) Cough or sneeze into a tissue and properly dispose it.
- c) If you don't have a tissue, cough or sneeze into your flexed elbow.
- d) Maintain 1.5 meters social distance and avoid close contact with other people.
- e) Avoid touching eyes, nose and mouth.
- f) Avoid handshaking, hugging and kissing.
- g) Wear a face mask when attending classes and all other activities in the and out of the college compound. Properly dispose the mask after you are done with it.

STUDENT'S DECLARATION

I _____

ID/No. _____ Phone No. _____

Course _____ agree to

abide by all the above rules and regulations in force and any punishment that is prescribed on defiant.

Signature: _____

ID/No. _____

Name of Parent/Guardian/Sponsor _____

Signature: _____

ID/No. _____

Phone No. _____

Signature of Principal _____

Date; _____

Official Stamp

APPROVALS

NAME _____

SIGNATURE _____

DATE _____

PRINCIPAL/BOG SECRETARY

NAME _____

SIGNATURE _____

DATE _____

CHAIRPERSON BOG