

KISII NATIONAL POLYTECHNIC

RULES AND REGULATIONS

1.1 Preamble

- i. These rules and regulations are meant to bring order and harmony in the Polytechnic and make the life and stay of trainees enjoyable. They are meant to enable the Polytechnic function effectively for ALL its trainees, staff, residents and the community. Trainees are required to sign the form in appendix 1 to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.
- ii. We consider our trainees to be mature and responsible adults who have sense of maturity. Decent behaviour, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of trainees may lack these traits and may need to be guided along a set of rules.
- iii. All trainees must obey, respect and follow instructions from members of staff.

1.2 Preliminary

- i. These rules and regulation are made by the Academic Board and the Polytechnic Council in accordance with the provisions of Kisii National Polytechnic Legal Order of 30th May, 2016 and Regulations whose objective and purpose are among others; to provide for the control governance and administration of the Polytechnic.
- ii. The Principal as per the Polytechnic Legal Order and Regulations shall be responsible to the Council for the general conduct and discipline of the trainees.
- iii. These regulations shall apply to ALL trainees of the Polytechnic and its campuses subject to any necessary changes therein. All trainees shall be required to read and abide by these regulations as well as with regulations in general.
- iv. These regulations shall not preclude the Polytechnic from requiring any trainee to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Polytechnic.
- v. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

1.3 Disciplinary Authority

For purposes of these regulations the Principal acting on behalf of Council, is the disciplinary authority of the Polytechnic and may in that capacity:

- i. Vary or add to the list of disciplinary offenses specified herein
- ii. Suspend any trainee suspected of committing an offense under these regulations from the Polytechnic pending further disciplinary measures.
- iii. Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

1.4 Trainee

- i. In these regulations the term *trainee* means a person who is registered in the Polytechnic to pursue an academic programme of the Polytechnic during a current academic year for a first or higher degree, diploma, certificate or such other qualifications or courses of the Polytechnic as may be approved by the Academic Board as qualifying a person for status of a trainee, and includes a trainee of an affiliated institution who is registered for examinations leading to degrees, diplomas, certificates and other academic awards of the Polytechnic.
- ii. The validity of being a trainee is; compliance with registration of trainees as set out in paragraph 2.4 of the Academic Policy.

1.5 The Conduct of Trainees

The following provisions shall apply with respect to the conduct of trainees within and outside the Polytechnic precincts.

1.5.1 General Conduct

- i. Respect and adhere to the administrative and academic rules, procedures and structures established by the TVET Act 29 of 2013 and KNP legal order for the control governance and operations of the Polytechnic.
- ii. Respect the rights and privileges of the members of the Polytechnic community at all times.
- iii. Refrain from any conduct that might bring the Polytechnic or any section or programme thereof into disrepute or public odium.
- iv. Carry themselves in all public places or forum with such humility and dignity as befits their status as mature and responsible citizens.

- v. Wear acceptable and appropriate attire as prescribed in the dress code at all times and in particular while attending lectures, practical sessions or at any other Polytechnic functions.
- vi. In particular trainees are advised to groom appropriately at all times and should treat their presence in class, laboratories or workshops during training or learning or private study as official functions and present themselves formally without untoward dressing or hairstyle and excessive ornaments.
- vii. All trainees are encouraged to participate in various games and sports activities during games times. Polytechnic rules and regulations are to be observed when teams go out to represent the Polytechnic.
- viii. Trainees should respect other's freedom of worship. Where certain religious beliefs and rites conflict with these regulations, the rules of the Polytechnic shall prevail as long as they do not contradict any laws of the Republic of Kenya.
- ix. Extreme religious inclination such as radicalization is not permitted.
- x. Staff washrooms, non-teaching and teaching staff compounds or any other designated are out of bounds to all trainees.
- xi. Fighting, use of abusive language, possession of drugs (such as bhang, marijuana, shisha, kuber, mirraa (khat)), changaa, busaa, being drunk and disorderly in the polytechnic premises and stealing are prohibited.

1.6 Channels of Communication

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

- i. Academic matters: Class representatives, Class Trainers, Course Coordinators, Heads of Department, and Deputy Principal (Academics) in that order.
- ii. Residential matters: Housekeepers/janitors, Hostel Officers, Catering and Dean of Students in that order.
- iii. Trainees and their organizations shall be expected to adhere to the procedures in (i) and (ii) above to ensure prompt processing of their grievances.
- iv. Failure to adhere to the above procedures shall be a violation of the Polytechnic regulations.

5.0 POLYTECHNIC PROPERTY

- i. Trainees must handle polytechnic property with utmost care. Any trainee who damages, vandalizes or loses polytechnic property will be held responsible and will be surcharged the full replacement value of the item. Similarly, a general charge shall be imposed on all the concerned group of trainees who fall victim of such misdemeanor.
- ii. Movement of college furniture, tools and equipment from their designated places (that is; laboratories, workshops, offices, library, dining hall, canteen, stores and staffroom) without valid permission is strictly prohibited.

6.0 HOSTELS

- i. Male trainees' hostels are out of bounds for all female trainees and vice versa. Violation of this rule will lead to **a two weeks** suspension and forfeiture of boarding facilities for both the host and the visitor.
- ii. No visiting parents, friends or relatives are allowed in the hostels.
- iii. No obscene literature shall be displayed or drawn on the walls.
- iv. Ablution rooms must be used properly and kept clean.
- v. Unnecessary Excess noise within the compound is prohibited.
- vi. All trainees shall comply with any impromptu visit to the hostels by authorized officer(s).
- vii. No cooking is allowed in the hostel. Failure to comply will lead to forfeiture of boarding facilities.
- viii. No eating of food is allowed in the hostel. Carrying of food from the Dining Hall/Kitchen to hostels is prohibited. Violation of this rule will lead to a two weeks suspension and forfeiture of boarding facilities.
- ix. 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. The host trainee(s) will forfeit boarding facilities.
- x. Room allocation will be **STRICTLY** on first come first served basis after completion of the term's fees and boarding fees.

7.0 DINING HALL/KITCHEN

- i. The kitchen is out of bound to all trainees at all times.
- ii. The cafeteria system must be strictly observed at all times.
- iii. Note that food must only be eaten in the dining hall or at designated restaurants and canteens.

8.0 DRUG AND SUBSTANCE ABUSE.

- i. The Polytechnic is a **DRUGS FREE ZONE**. Alcohol, drug or substance abuse is strictly prohibited.
- ii. There shall be no tobacco smoking or alcohol drinking or use of illicit drugs within the premises in the Polytechnic.
- iii. No trainee shall possess, handle or sell licit or illicit alcohol, drugs or substances within the Polytechnic premises. Such trainee(s) may be served with a warning or be suspended for a **maximum of two weeks** and/or be handed over to the police.
- iv. Any trainee 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 of two weeks** and/or be handed over to the police.

9.0 HAWKING

- i. No trainee is allowed to hawk within the Polytechnic; failure to comply will lead to a maximum of two weeks suspension and such goods shall be confiscated.

10.0 FIGHTING

- i. Fighting is **strictly prohibited**. Any trainee found fighting, harassing or molesting another person will be suspended for a period not **exceeding two weeks and/or handed over to the police**.
- ii. Weapons and/or offensive paraphernalia are not allowed in the polytechnic compound. Any trainee found in possession of the above will be suspended for a period not **exceeding two weeks and/or handed over to the police**.
- iii. Trainees shall not have any association with criminal activities and /or gangs. Such trainees shall be reported to the police and the polytechnic shall take appropriate disciplinary action.
- iv. No public / guest speakers can address trainees or staff without written permission from the Principal lest they will be considered trespassers. Trainee(s) who invite such speaker(s) will be served with a warning or be suspended for a **maximum of two weeks** and/or be handed over to the police.
- v. No tribal or regional group meetings shall be held in Polytechnic. If found, such trainees shall

be reported to the police and appropriate disciplinary measures taken upon them.

- vi. No tribal, ethnic literature or notices shall be displayed within the compound. If found, the authors of such shall face disciplinary action.

11.0 CO-CURRICULAR ACTIVITIES.

Only bona fide trainees are allowed to participate/ represent the Polytechnic in co-curricular activities.

12.0 INTEGRITY

- i. All trainees must conduct themselves with the highest level of integrity and honesty. Any trainee who is caught stealing or being involved in forgery or any criminal offence shall be suspended for a **maximum of two weeks** and/or be handed over to the police.
- ii. All trainees shall uphold respect for the trainers and non-trainers staff, visitors and fellow trainees.

13.0 DRESSING CODE

- i. Trainees shall dress decently at all times. Students are not allowed to put on tight trousers/skirts/dresses, miniskirts above the knee, and skirts with long slits; dresses/blouses with open necklines, bare backs, “tumbo cuts”, sagging trousers, bulky trousers, shirts, t-shirts and trousers with obscene wordings and/or expressions are **not allowed**.
- ii. Workshop/laboratory or any other inappropriate attire should **not** be worn inside the dining hall.
- iii. Hats and caps shall not be worn in classrooms, offices, library, workshops and laboratories or at assembly meetings.

14.0 PREGNANCY

Expectant trainees will be allowed to carry their pregnancies to full-term and can attend classes.

15.0 GENDER AND DISABILITY

Kisii National Polytechnic does not discriminate against gender or trainees with disability.

16.0 CLEANLINESS

- i. All trainees are expected to ensure cleanliness and tidiness in Polytechnic rooms and compound.
- ii. All trainees should maintain cleanliness in the Polytechnic by keeping hostels,

laboratories, and workshops clean and tidy. Litter should not be thrown anyhow except in strategically positioned waste dustbins.

17.0 ELECTRICAL FITTINGS AND APPLIANCES

- i. Under no circumstances are trainees allowed to tamper with any electrical fitting or connect additional electrical appliances for personal use.
- ii. Trainees must not remove bulbs from corridors, ablution blocks or any other part of the buildings.
- iii. All lights must be switched off when not in use.
- iv. Any trainee in contravention of (i) & (ii) above will be surcharged **ten times** the cost of replacement.

18.0 MEDICAL SERVICES

- i. The polytechnic offers treatment for minor ailments.
- ii. Those in need of specialized treatment will meet their own medical expenses.

19.0 CLUBS & SOCIETIES

- i. All trainees are free to join any **registered** club or society in the college.
- ii. Registration of any new club/society will be allowed provided its constitution is in harmony with the polytechnic rules and regulations.
- iii. Ethnic associations are not allowed and will not be registered in the polytechnic.

20.0 LIBRARY, WORKSHOPS AND LABORATORIES

The use of the library, workshops and laboratories shall be governed by their respective rules.

21.0 AMMENDMENTS TO THESE RULES AND REGULATIONS

The Principal, in consultation and with the approval of the Governing Council, reserves 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 of Kenya.

N/B

Please acquaint with the KNP Academic Policy, Corruption Prevention Policy, Code of Conduct and other policies within the institution.

APPENDIX 1

KISII NATIONAL POLYTECHNIC **RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF** **TRAINEES**

BOND OF CONDUCT (RULES AND REGULATIONS DECLARATION)

I have read through the rules and regulations of the Polytechnic and promise to abide by them.

I have also noted the penalties to be met in case of my deviation from the rules.

PART I DECLARATION OF UNDERTAKING

I will always abide by all rules including other Kisii Polytechnic policy provisions and regulations throughout my training.

In agreement to this, I further promise that:

1. I will always follow the prescribed requirement of the training programme I am registered in.
2. I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.
3. I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to sit prescribed examinations.
4. I will bear individual and/or collective responsibility for any/all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.
5. I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.

I HAVE COMPLETELY UNDERSTOOD AND IN ACCORDANCE APPEND MY SIGNATURE

NAME _____ ADM NO _____ SIGNATURE _____

PHONE _____ e-mail _____

WITNESS

Guardian/Sponsors Name _____ ID No _____ Sign _____ Date _____

PHONE _____ e-mail _____

PART II (For Official Use)

Data verified by

NAME _____ SIGNATURE _____

Confirmed by

NAME _____ SIGNATURE _____