



COLLEGE RULES AND REGULATIONS

1. INTRODUCTION

All students are enrolled on the strict understanding that they will comply with all rules and regulations issued by this Institute.

2. ATTENDANCE

Attendance of classes is compulsory. Irregular attendance of classes without valid permission will lead to suspension for a period not less than two weeks. Reinstatement will be subject to Academic policy.

3. INTERNAL EXAMINATIONS

All students must sit the Internal Examinations. The results of these examinations will determine whether the student will progress to the next stage or will repeat previous stage or will be discontinued from the course as per the College Academic Policy.

4. COLLEGE PROPERTY

Students must handle property with utmost care. Any student who damages, vandalizes or loses college property will be held responsible and will be surcharged the full replacement value of the item. Where the particular culprit cannot be readily identified a general charge will be administered against all students responsible for the item.

5. ELECTRICAL FITTINGS

Under no circumstances are students allowed to tamper with any electrical fittings or connect additional electrical apparatus to the main supply. Students must not remove bulbs from corridors, ablution blocks or other parts of the buildings. All lights should be switched off when not in use.

6. MOVEMENT OF COLLEGE FURNITURE, TOOLS & EQUIPMENT

Movement of College furniture, tools or equipment from its designated areas without valid permission is strictly prohibited.

7. INTOXICANTS AND DRUGS

- i. The consumption and keeping of any kind of intoxicants or drugs on campus is prohibited. Any students who are found to have taken intoxicants or drugs will be summarily expelled out of the Institute or will be handed over to the Police.

CIGARETTE SMOKING

- ii. Smoking of cigarettes is prohibited in the classrooms, workshops, or any public area of the College. The Institute discourages smoking for health reasons.

8. FIGHTING AND HANDLING OF OFFENSIVE WEAPONS

Fighting is prohibited. Similarly carrying or handling of offensive weapons is also prohibited. Severe disciplinary action will be taken against any culprits. Cases of assault, fighting or handling of offensive weapons may also be referred to the police for further action.

9. CO - CURRICULAR ACTIVITIES

All students must participate in all College activities whenever called upon except or otherwise with the recommendation from a Government doctor.

10. MODE OF DRESSING

- i) Students must dress decently at all times while in the Institute. Indecent dressing is not allowed.
- ii) Workshop and Laboratory regulations must be strictly adhered to. Workshop attire must be observed **STRICTLY** for safety.
- iii) Hats and caps should not be worn in classrooms or during assemblies.

11. CHARACTER AND CONDUCT

Every student must conduct themselves with integrity. Students who are found cheating, stealing or involved in forgery will be expelled from the Institute or will be handed over to the Police.

12. COMPLETION OF STUDIES

All students are expected to complete their studies within the stipulated time. Any Female student who finds herself pregnant should seek to defer of studies for a period of one year.

13. RELATIONSHIP WITH STAFF MEMBERS

Students must respect all members of staff, irrespective of their designations.

14. CLEANLINESS

All students must keep the Institute compound tidy. Students should avoid littering the compound including classrooms, halls, lawns and playing grounds or defacing the walls and equipment by writing or scribbling on them.

15. MEDICAL SERVICES

The Institute will provide FIRST AID services for minor ailments in the College. Any students referred to Public or Private hospitals for medical treatment will be required to meet their own hospital expenses.

16. CLUBS AND SOCIETIES

All students are free to join any of the officially registered clubs and societies in the Institute. Registration of new clubs will be allowed provided that their constitutions are in harmony with the College Rules and Regulations.

Tribal associations are not allowed in the Institute.

17. EXIT

All registered students must clear with the college before exiting the institution.

18. AMENDMENTS TO THE RULES

The Principal reserves the right to change, add to, amend or otherwise vary these rules at any time without notice and in accordance with the Education Act Cap211 of the Laws of Kenya.



MR. MASWAI K. DANIEL
PRINCIPAL/SECRETARY TO THE BOG.

