



Ministry Of Education  
State Department of Technical and Vocational Training  
**KENDEGE TECHNICAL AND VOCATIONAL COLLEGE**  
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## COLLEGE RULES AND REGULATIONS

### 1.0 INTRODUCTION

All trainees are enrolled on the strict understanding that they shall comply with these rules and regulations.

### 2.0 TRAINEES REGISTRATION

There will be free and compulsory termly on line activation for all continuing trainees within the first **one week** of opening. Failure to comply will lead to automatic deferment.

### 3.0 ATTENDANCE OF CLASSES

Attendance of all classes is compulsory. The acceptable percentage attendance is stipulated in the college academic policy. Failure to comply will lead to course requirement not met (CRNM)

### 4.0 INTERNAL EXAMINATION

4.1 All trainees must sit for **internal examinations**.

4.2 Any trainees involved in examination irregularity (ies) will be suspended in accordance with the College Academic Policy.

### 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 held responsible and will be surcharged the full replacement value of the item. Otherwise a general charge shall be imposed on all the concerned group of trainees.

5.2 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

6.1 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.

- 6.2 No visiting parents, friends or relatives are allowed in the hostels.
- 6.3 No obscene literature shall be displayed or drawn on the walls.
- 6.4 Ablution rooms must be used properly and kept clean.
- 6.5 Unnecessary Excess noise within the compound is prohibited.
- 6.6 All trainees shall comply with any impromptu visits by any authorized officer(s).
- 6.7 No cooking is allowed in the hostel. Failure to comply will lead to forfeiture of boarding facilities.
- 6.8 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 trainees will forfeit boarding facilities.
- 6.9 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

- 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.

#### 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 licit or illicit alcohol, drugs or substances within the college premises. Such trainees(s) may be served with a warning or be suspended for a **maximum of two weeks** and/or be handed over to the police.
- 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 of two weeks** and/or be handed over to the police.

#### 9.0 HAWKING

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

#### 10.0 FIGHTING

- 10.1 Fighting is strictly prohibited; any trainees found fighting, harassing or molesting another person will be suspended for a period not **exceeding two weeks and/or handed over to the police.**

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 not **exceeding two weeks and/or handed over to the police.**

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. Trainees(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.

10.5 No tribal or regional group meetings shall be held in college. If found, such trainees shall be reported to the police and appropriate disciplinary measures taken upon them.

10.6 No tribal, ethical literature, 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 college in co-curricular activities.

#### 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 or any criminal offence shall be suspended for a **maximum of two weeks** and/or be handed over to the police.

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

#### 13.0 **DRESSING**

13.1 Trainees shall dress decently at all times.

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

12.2 Hats and caps shall not be worn in classrooms, offices, library, and workshop 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**

Kendege Technical and Vocational College does not discriminate against gender or trainees with disability.

## **16.0 CLEANLINESS**

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

## **17.0 ELECTRICAL FITTINGS AND APPLIANCES**

17.1 Under no circumstances are trainees allowed to tamper with any electrical fitting or connect additional electrical appliances.

17.2 Trainees must not remove bulbs from corridors, ablution blocks or any other parts 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 MEDICAL SERVICES**

18.1 The college offers treatment for minor ailments. Those in need of specialized treatment will meet their own medical expenses.

## **19.0 CLUBS & SOCIETIES**

19.1 All trainees are free to join any **registered** clubs or society in the college.

19.2 Registration of any new club/society will be allowed provided its constitution is in harmony with the college rules and regulations.

19.3 Ethnic associations are not allowed and will not be registered in the college.

## **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 approval of the Board of Governors, 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.