



KENYA TECHNICAL TRAINERS COLLEGE

ISO 9001:2015 CERTIFIED

P.O Box 44600-00100, Phone: 7120212/3/4/5 Fax: 7120088, Nairobi, Kenya
E-Mail: info@kttc.ac.ke

RULES & REGULATIONS FOR STUDENTS

GENERAL

- a) These rules and regulations are applicable to all students in the KTTC Campus whether on regular programs or on short courses
- b) **REASON FOR HAVING THE RULES AND REGULATIONS:**
 - I. In any community that is living together and sharing common facilities and aspirations, it is necessary for the benefit of all, to establish a code of conduct and ethics that will enable its individuals to enjoy their rights and privileges.
 - II. KTTC is a community consisting of adult future teachers and leaders who will be expected to observe, among others, the following rules and regulations in an effort to mould them and have a high standard of living as a community.
 - III. KTTC aspires to set high professional goals and it has excellent trainers and proper facilities that will enable it to meet this goal.
 - IV. All students are therefore required to help achieve these goals and maintain and improve those aspects which reinforce a high standard of professionalism.
 - V. As part of this community you are specifically required to help care for the college equipment and facilities and set a high standard of moral behavior, cleanliness, diligence and orderliness.

1. SPECIFIC RULES & REGULATIONS

a) SMOKING

Smoking is not permitted within the college.

b) USE OF NARCOTICS

Processing, handling or consumption of narcotics is criminal offence (punishable by law)

c) ALCOHOLIC BEVERAGES

Consumption or processing of alcoholic beverages within the college campus is not allowed. Students found under influence of alcohol to an extent where their behavior is influenced by it will be disciplined.

d) ATTENDANCE OF CLASSES

Attendance of classes and other scheduled tuition activities is **COMPULSORY**.

Punctuality is essential. Leave of absence of five periods or less may be given by the Head of Department. For any absence beyond the five periods, students must obtain

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written permission by filling in the leave-out form available at the Dean of Students' office.

e) ASSAULT

Assault is a criminal offence and it is strictly forbidden to fight within the college.

f) ACCOMMODATION IN THE COLLEGE HOSTELS

- I. 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.
- II. It is the responsibility of the student to take care of the room and the facilities therein.
- III. 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.
- IV. Lost or damaged keys/locks shall be replaced at the allottee's expense. Visiting opposite gender rooms is restricted.
- V. 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.
- VI. 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.

THE FOLLOWING IS THE TIME SCHEDULE FOR THE WEEK

MONDAY TO FRIDAY

Attendance to classes and research in the library

SATURDAYS

Saturday mornings are usually free. Tuition activities such as tests, meetings etc may be scheduled when necessary.

QUIET TIME

MONDAY TO FRIDAY

11:00 pm to 7.30 am is the time designated as quiet time to allow boarders to rest.

SUNDAY AND PUBLIC HOLIDAYS

8:00 pm to 8:45 am

2. ATTENDANCE OF ASSEMBLIES AND OTHER MEETINGS

Attendance of all official assemblies and meetings is compulsory

3. LIBRARY

Library rules and regulations will be made available and may be amended from time to time.

4. DRESSING

- a. The wearing of caps, hats, berets, hoods and sporting of dreadlocks is not allowed in the college.

b. Students must dress decently at all times while in college.

5. OUT OF BOUNDS

The followings places within the compound are out of bounds unless special permission is obtained from the officer in charge:-

- I. Staff lounge
- II. Kitchen
- III. Printing room
- IV. Roofs of all buildings
- V. Staff quarters
- VI. Water tower

6. PERMISSION TO LEAVE COMPOUND

- i. After classes and other scheduled activities, resident students may leave the compound but are advised to return before dark
- ii. All resident students MUST return to the college before quiet time.
- iii. 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.

7. VISITORS

- i. Visitors are not allowed in the hostels.
- ii. Visitors may only be allowed to take lunch or supper on cash payment after prior consultation with the Dean of Students and the Cateress.

8. USE OF DINING HALL

Meals are served on a pay as you eat basis. Students are expected to adhere to the normal cafeteria rules e.g. queuing.

9. ILLNESS

- i. All cases of illness must be reported to the college Clinical Officer immediately.
- ii. The Clinical Officer will give written permission to be absent from classes in case of illness. The information will be conveyed to the Head of Department/ Dean of Students as the case may be by the student through the Class Representative
- iii. Rules and regulations governing the use of our medical facility will be notified as appendix to these rules and regulations.

10. CHANNEL OF COMMUNICATION

- i. Correspondence with other institutions or corporations from the students' council or clubs MUST be submitted through the Dean of Students
- ii. College headed paper should NOT be used for private correspondences.

11. FREEDOM OF WORSHIP

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.

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12. PERSONAL SECURITY

- i. All students will be provided with a college identity card. The cost for replacement of lost or damaged student identity card will be met by the student
- ii. All students are strongly advised to carry their student identity cards whenever they are outside the college.
- iii. While the college will make all attempts to provide security, the colleges will not be held responsible for loss of personal belongings. No personal belongings should be left behind in the hostels during the holidays.
- iv. Security rules and regulations set by Heads of Departments must be strictly adhered to.
- v. All students should be familiar with the use of fire extinguishers and other safety measures available in the college

13. WARNINGS

- i. Throughout the duration of your stay in the college, you will be expected to take your studies seriously and maintain a good academic performance.
- ii. 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.

14. REPORTS

Any incident or major problem should be reported immediately to Security Officer, Senior House Keeper, Senior Cateress, Dean of Students, Duty Officer or Deputy Principal

15. VALIDITY

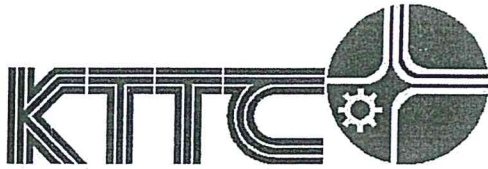
The KTTC Governing Council reserves the right to amend/or review the above rules and regulations from time to time as deemed necessary.

16. INTERPRETATION

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



Jamleck Maina
CHIEF PRINCIPAL



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Student Declaration

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ADMISSION NUMBER -----

NATIONAL IDENTITY CARD NUMBER -----

DEPARTMENT -----

HAVE READ, UNDERSTOOD AND ACCEPTED TO ABIDE BY THE KTTC RULES & REGULATIONS.

SIGNATURE-----

DATE -----

