



RULES & REGULATIONS FOR TRAINEES

GENERAL

- a) These rules and regulations are applicable to all trainees in the KSTVET Campus whether on regular programme, school-based programme 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. KSTVET is a community consisting of adult trainees 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. KSTVET aspires to set high professional goals and it has excellent trainers and proper facilities that will enable it to meet this goal.
 - IV. All trainees 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 OR ILLEGAL DRUGS

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

c) ALCOHOLIC BEVERAGES

Consumption or processing of alcoholic beverages within the college campus is not allowed. Trainees 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, trainees must obtain written permission by filling in the leave of absence form available at the Dean of Students' office.

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e) **ASSAULT**

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

f) **BULLYING**

Any form of bullying such as physical, social, verbal, racial, religious, sexual, disability and cyberbullying are prohibited within the college.

g) **ACCOMMODATION IN THE COLLEGE HOSTELS**

- i. Accommodation to trainees in the college hostels is allocated by the administration upon the trainee meeting all accommodation requirements which include payment of accommodation fees as set and revised by the college.
- ii. It is the responsibility of the trainee 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 from the hostel.
- iv. Lost or damaged keys/locks shall be replaced at the allottee's expense.
- v. Visiting opposite gender rooms is restricted.
- vi. Trainees 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.
- vii. During quiet time, each trainee should stay in his or her room. He/she must not disturb those studying or sleeping. At all times, trainees are required to avoid unnecessary noise and be considerate to those who are studying and also to other residents.

h) **TIME SCHEDULE FOR THE WEEK**

MONDAY TO FRIDAY

Attendance to classes and research in the library

SATURDAYS

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

QUIET TIME

11:00 pm - 7.00 am is the time designated as quiet time to allow boarders to rest

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. Trainees must dress decently at all times while in college.

5. OUT OF BOUNDS

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

- I. Staff lounge
- II. KSTVET Kitchen
- III. Printing room
- IV. Staff quarters
- V. Water reservoirs

6. PERMISSION TO LEAVE COMPOUND

- I. After classes and other scheduled activities, resident trainees may leave the compound but are advised to return before dark
- II. Resident trainees **MUST** return to the college before quiet time.
- III. Resident trainees may stay out overnight during weekends from Saturday to Sunday. 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. Trainees 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 advise in writing for granting of 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 trainees' 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.

12. PERSONAL SECURITY

- i All trainees will be provided with a college identity card. The cost for replacement of lost or damaged trainee's identity card will be met by the trainee
- ii All trainees are strongly advised to carry their trainee identity cards whenever they are outside the college.

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- 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 trainees 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 Governing Council has the authority to suspend such a trainee 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 the Chief Security Officer, Senior House Keeper, Senior Cateress, Dean of Students, Duty Officer or Deputy Principals.

15. VALIDITY

The KSTVET 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 KSTVET Governing Council.

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CHIEF EXECUTIVE OFFICER