

RULES AND REGULATIONS

Kiirua Technical Training Institute is a mixed boarding/day Institute and like the other institutes and organizations have rules and regulations governing it.

Attached find a copy of the Institutes rules and regulations. Ensure that you and your parent/guardian/sponsor read and understand them well before signing the consent part provided there in. Please note that the Institute does not condone indiscipline. Any student who cannot cope with the Institute rules and regulations will be advised to leave.

Finally, we hope you will secure this chance and reap maximum benefits from this Technical Training Institute for a better future.



KIRUA TECHNICAL TRAINING INSTITUTE

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RULES AND REGULATIONS

1. DISCIPLINE

- a) Internal exams are compulsory for all students failure to which one will not be registered for KNEC Exam (External exam)
- b) Students are strictly prohibited from carrying dangerous weapons in and outside the institute. Disciplinary committee will decide on what to do with you
- c) At no time in college should a student take alcohol, smoke cigarettes or be known to abuse any other drug.
- d) No student should be involved in fighting. Any degree of provocation should be reported immediately.
- e) All students are required to attend all the lectures punctually. Any student who misses classes without a valid reason will face disciplinary committee.
- f) All students should respect all forms of authority in the institute - leaders, Trainers, Support Staff, and visitors.
- g) Duty allocated on the rota should be attended
- h) No student should pass through the fence; the only entry is through the gate.

2. PROTECTION OF STUDENT FROM SEXUAL ABUSE

- a) Pornographic materials e.g. magazines, CD's/DVD's are prohibited in the institution.
- b) Visiting trainer's houses by students is prohibited.
- c) All forms of abuse may it be sexual, assault, inducement; threats or violence, exposing pornographic materials etc is not allowed. Any such abuses should be reported to the administration immediately.
- d) Gay and Lesbianism relationships are prohibited in the institution.
- e) Hostels are out of bounds for students and visitors of the opposite sex.

3. VISITORS

- a) Official visiting hours within the weekdays are at lunch break and after 4.00pm. Any other time should be with M.O.D's permission
- b) Visitors are not allowed in the student's hostel without permission.

4. DRESSING

- a) Trainees should always be decently dressed. In the compound we do not expect students in slippers, caps, revealing clothes etc.
- b) Trainees should be dressed in the right workshop attire during workshop lessons
- c) Trainees should always be in a decent hair cut and hair do

5. MEETINGS

- a. Any form of meeting should be held in consultation with the administration

6. VANDALISM

- a. Destroying of Institute property will lead to disciplinary action
- b. No trainee should carry any item from the Institute’s designated areas. Such a trainee will be dealt with by the disciplinary committee

7. TRESPASSING

- a. Any trainee found in areas out of bounds for students without permission of the Officers concerned will lead to disciplinary action. Such areas include but not limited to kitchen, offices and workshops in the absence of trainers

8. LEADERSHIP

- a. A student leader must be a person of integrity
- b. A student leader who is implicated in a discipline case automatically loses the leadership position

9. INTIMIDATION

- a. Any student leader who is found intimidating the trainees in any way will lose the position of leadership automatically

10. VOLATILE/FLAMMABLE MATERIALS

- a. No flammable materials should be found within the institute’s compound

11. INCITEMENT

- a. Any trainee found inciting other trainees will be dealt with by the disciplinary committee. Any form of communication should be channeled using the formal channels of the Institution

CONSENT BY STUDENT

I have read and understood the rules and regulations, and I agree/I do not agree (tick as applicable) to abide by them as long as I am a student in this place.

Name.....Course.....

SignatureDate.....

Principal Sign:.....Date:.....

JACKSON MBAE