



Ministry of Education
State Department of Technical and Vocational Training
Butere Technical Training Institute

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COLLEGE RULES AND REGULATIONS

I. Preliminary

None of these rules and regulations is meant to make your life difficult. They are meant to make the college function effectively for **ALL** its trainees, staff and residents. Students are required to sign a form to confirm that they have read and understood and will abide by the rules and regulations as stipulated.

II. DISCIPLINARY AUTHORITY

2.1 For the purpose of these regulations, the principal and or the deputy principal, acting on behalf of the disciplinary committee, may in that capacity:

- a) Vary or add to the list of disciplinary offences specified herein.
- b) Suspend any students, suspected of committing an offence under these regulations from the college pending further disciplinary measures.
- c) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

2.2 Definition of A student

In these regulations the term **student** means a person registered by the college for the purpose of receiving instructions in a particular area of study with a view to obtain a qualification of the college or any other determined body.

III. THE CONDUCT OF STUDENTS

3.1 The following provisions shall apply with respect to conduct of students/trainees within and outside the college.

3.1.1 General conduct

- a) Refrain from any conduct that might bring the college or any section or programme thereof into dispute or public odium.
- b) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- c) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other college function.
- d) Respect all the rights and privileges of the members of the college community at all times

3.1.2 Channels of communication

In the redress of grievances, students/trainees shall be expected to go through the laid down channels and procedures as follows:

- a) **Academic matters:** class representatives, course trainer, Head of Department, Dean of students, Deputy principal and principal in that order.
- b) **Residential/Hostel matters:** Hostel representatives, Boarding master/mistress, Dean of students, Deputy Principal, and the principal in that order.
- c) **General Welfare Matters:** Cabinet Secretaries (CS), Chairperson, Dean of Students, Deputy Principal, Principal.
- d) The students and their organizations shall be expected to adhere to the procedures in (a), (b) and (c) above to ensure prompt processing of their grievances.
- e) Failure to adhere to the above procedures shall be a violation of the college regulations.

4.0 COMMUNITY LIVING

4.1 Residential conduct (Boarders)

All students shall conduct themselves with responsibility and maturity while in residence at the college and in particular shall strictly observe the following:

- a) Share rooms in addition to other facilities of common use. (However, it shall be an offense to “**pirate**” in the college hostels).
- b) Not remove or damage any facilities or equipment in their rooms or any other part of the halls

- c) Not cook or sell food in the hostels
- d) Not conduct illegal business or trade in the hostels
- e) Not admit any visitors in their hostels or reside with a member of the family e.g. child or relative
- f) Not cohabit while in the college hostels
- g) Not enter or remain in the opposite sex hostels/rooms at all.
- h) Hostel facilities shall be denied to pregnant students. They become non residents.
- i) Dean's office or any other authorized members of staff may make surprise inspections to the hostel premises at any time.
- j) Day scholars should fill non -resident forms
- k) Day scholars are expected to be in college as from 7:30 am to 6:00pm. It's an offence for day scholars to be found on college premises odd hour.
- l) It's only the boarders who are entitled to boarding services i.e. water.
- m) It should be noted that college hostels are allocated on the first come-first served basis upon the payment of **kshs. 6, 000 (Six Thousand)** termly.

5.0 COLLEGE PROPERTY

Student shall take reasonable care of properties of the college and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.

6.0 NOISE AND NUISANCE

Students are not allowed to create unreasonable noise or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of the college premises.

7.0 CRIMINAL OFFENSES

The college has no right of exclusive jurisdiction over its students in criminal matters and other offenses covered by the law. All crimes and other offenses under the laws of Kenya, THE PENAL CODE CAP 63 shall be reported to the police. These shall include the following:

- a) Being drunk and disorderly

- b)** Drug abuse/possession of illegal brew
- c)** Drug trafficking
- d)** Fighting (Affray) or assault causing body harm.
- e)** Picketing, rioting and obstruction to perform duty.
- f)** Possession of dangerous weapons e.g. daggers, arrows, guns etc.
- g)** Arson, attempts to commit arson or attempt to destroy or injuries to property
- h)** Theft and other related offenses e.g. robbery and extortion.
- i)** Rape or attempted rape, sexual harassment, defilement and indecent assaults.
- j)** Kidnapping/abduction, detention. forgery, fraud and counterfeiting
- k)** Trespass, impersonation and false pretenses
- l)** Aiding suicide and attempted suicide, concealing birth, killing of unborn and abortion.
- m)** Subversion/treason, murder and manslaughter

Notwithstanding any action that maybe taken by the police under the foregoing paragraph, the college may take independent disciplinary measures.

8.0 LEAVE OF ABSENCE

The college shall grant leave of absence from the institution on the following grounds only:

- a)** Sick leave
- b)** Maternity leave
- c)** Compassionate leave
- d)** Special leave

The request for leave shall normally be supported by evidence

9.1 In all cases absence from classes on account of illness and maternity, proof of treatment shall be submitted to the course trainer and dean of students for record.

9.2 Leave application forms shall be available at Dean of students' office and must be filled by the applicant. The college shall not entertain any claims where a student leaves without prior official permission.

10.0 DEMONSTRATIONS AND CEREMONIES

10.1 It shall be an offense for any student while on college to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the administration or government body.

10.2 Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subjected to appropriate disciplinary action.

11.0 CORRESPONDENCE

It shall be an offence to make slanderous and/ or irresponsible statements about matters affecting the College or student's organization.

Publishing, writing or distributing of anonymous literature of malicious nature, including placards, shall be subject to disciplinary action.

12.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP

12.1 Attendance of lecturers, tutorials, seminars, practical session, field trips and any other scheduled courses of instruction is compulsory. It is therefore an offense for a group or class to boycott lectures/fieldwork for more than one day consecutively. Such an offense may lead the whole group to be suspended from the college for a specified period of time

12.2 It is an offense to interfere with or block scheduled activities

12.3 Students who have missed 20% of classes, practical session or any other instruction shall **NOT** be allowed to sit end term examinations and shall subsequently repeat the term.

12.4 Change/deferment of course is done within the first three (3) weeks of opening

12.5 Students shall be expected to comply with all other regulations relating to academic responsibility and leadership.

13.0 MISCELLANEOUS PROVISIONS

13.1 A student shall not use or have in his/her possession knives, sticks, metal bars or any other articles which may endanger the lives of other members of the college.

13.2 A student shall not use any other profane or abusive language while in the college.

13.3 A student shall not threaten or hold hostage or extort or strike or physically harm any other student or member of staff or other employee of the college, or a member of the public.

13.4 Students are expected to maintain high degree of hygiene in their hostels, dining hall and the college in general. It shall be an offense to litter or throw any waste items outside the dustbins provided.

13.5 College facilities like halls, classrooms and common rooms may not be used by students for business, parties and meetings without written approval from the Dean of students.

1) 13.6 Students shall not be permitted to enter places on college designated as “**Out of Bounds**” or “**NO through way**” such as the kitchen and any other areas as notified from time to time.

14.0 MEDICAL SERVICES

Medical service can be sort at Manyala sub- county hospital. However, students with ailments that require further attention will seek them from hospitals of their choice at the student’s expenses. All cases of illnesses must be reported between 8:00 am to 5:00pm to Deans office, unless there is an emergency (e.g. Accidents or unforeseen circumstances) all illness reported after 5pm will be handled the following day.

15.0 RULES FOR CLUBS AND SOCIETIES

15.1 Clubs and societies

- a. Clubs and societies may be formed for the advancement of the functions and objectives of the college.
- b. Such clubs and societies shall be self- supporting in all financial matters

15.2 Procedure for forming clubs and societies

(a) The students proposing to form a club or a society shall prepare a draft proposal which must include the following:

- i. Justification
- ii. Objectives
- iii. Interim office bearers and patron

- iv. An indication of likely membership
- v. possible sources of funding
- vi. Patron (Must be a trainer).

(b) The student shall then:

- i. Discuss the proposal with the Dean of students
- ii. Draw up the proposed club or society's constitution
- iii. Seek approval for the club or society from the principal through the Dean of students.

15.3 Management of clubs and societies

(a) All the clubs and societies shall be managed in accordance with their approved constitutions

(b) All scheduled activities must have prior approval of the Dean of students. For this purpose, a list of scheduled activities shall normally be forwarded to the Dean of students at the beginning of each term.

15.4 General conduct of clubs and societies

- a. Topics of discussion by outside guest shall be approved by the Principal or Deputy Principal through the Dean of students
- b. College facilities may not be used for political campaigns
- c. Fund raising by students on college shall not be allowed unless authorized by the appropriate Government body and approved by the principal

15.5 Protection of Name

Any individual, students' Organization, club or society may not use the name "Butere Technical and Vocational College" without the written approval of the principal through the Dean of students.

DECLARATION FORM ON COLLEGE RULES AND REGULATIONS

NOTE: *You are requested to come along with this form on reporting day so that the dean of Students can also sign and be filed for our records keeping purposes.*

I..... of ID NO.....,
Admission Number.....undertaking course
in.....do hereby declare that I have read
the rules and regulations governing the conduct and discipline of students at Butere Technical
and Vocational College, understood their content and meaning, and undertake to abide by them.
Signed.....Date.....

Witnessed By ;.....(Dean of Students).

Signed:.....Date.....

Official Stamp.....