KAIMOSI FRIENDS NATIONAL POLYTECHNIC
P O BOX 150 - 50309 TIRIKI, KENYA +254 712604008
fckadmissions@gmail.com / admissions@kfnp.ac.ke, www.kfnp.ac.ke

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES

1.0 Preamble

a) These rules and regulations are meant to bring order and harmony in the Polytechnic and make the life and stay of trainees enjoyable. They are meant to enable the Polytechnic function effectively for ALL its trainees, staff, residents and the community. Trainees are required to sign the form in appendix 1 to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.

b) We consider our trainees to be mature and responsible adults who have sense of maturity. Decent behavior, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of trainees may lack these traits and may need to be guided along a set of rules.

2.0 General Conduct of Trainees

a) Respect and adhere to the administrative and academic rules, procedures and structures established by the TVET Act 29 of 2013 and KFNP Academic Policy for the control governance and operations of the Polytechnic.

b) Respect the rights and privileges of the members of the Polytechnic community at all times.

c) Refrain from any conduct that might bring the Polytechnic or any section or programme thereof into disrepute or public odium.

d) Carry themselves in all public places or forum with such humility and dignity as befits their status as mature and responsible citizens.

e) Wear acceptable and appropriate attire as prescribed in the dress code at all times and in particular while attending lectures, practical sessions or at any other Polytechnic functions.

f) In particular trainees are advised to groom appropriately at all times and should treat their presence in class, laboratories or workshops during training or learning or private study as official functions and present themselves formally with untoward dressing or hairstyle and excessive ornaments.

g) Note that food must only be eaten in the dining hall or at designated restaurants and canteens
h) All trainees should maintain cleanliness in the Polytechnic by keeping hostels, laboratories, workshops and hostels clean and tidy. Litter should not be thrown anyhow except in strategically positioned waste dustbins.
i) All trainees are encouraged to participate in various games and sports activities during games times. Polytechnic rules and regulations are to be observed when teams go out to represent the Polytechnic.
j) The Polytechnic is a DRUG FREE ZONE. There shall be no tobacco smoking or alcohol drinking or use of illicit drugs within the premises in the Polytechnic such as Dining Hall, Hostels, Classrooms, Laboratories, Workshops and Drawing rooms.
k) Trainees should respect other's freedom of worship. Where certain religious beliefs and rites conflict with these regulations, the rules of the Polytechnic shall prevail as long as they do not contradict any laws of the Republic of Kenya.
l) Extreme religious inclination such as radicalization is not permitted.
m) Staff washrooms, non-teaching and teaching staff compounds or any other designated are out of bounds to all trainees.
n) Fighting, use of abusive language, possession of drugs (such as bhang, marijuana, shisha, kuber, mirraa (khat)), changaa, busaa, being drunk and disorderly in the polytechnic premises and stealing are prohibited. Such offenses are therefore handled by the Kenya Police.

3.0 Channels of Communication

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

a) Academic matters: Class representatives, Class Tutors, Course Coordinators, Heads of Department, and Deputy Principal (Academics) in that order.
b) Residential matters: Housekeepers/janitors, Hostel Officers, Wardens, Catering or Hostels Manager and Dean of Trainees in that order.
c) Trainees and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
d) Failure to adhere to the above procedures shall be a violation of the Polytechnic regulations.

4.0 Residential Conduct

All trainees shall conduct themselves with responsibility and maturity while in residence at the Polytechnic and in particular shall observe the following:

a) Share rooms as allocated in addition to other facilities or common use.
b) However, it shall be an offence to 'ghost board' in the Polytechnic hostels.

c) Admit visitors/trainees to their rooms only between the hours of 10.00 am and 10.00pm and in so doing shall pay due consideration and regard to the conveniences of their roommates.
d) Not remove or damage any facilities or equipment in their rooms or any other part of the halls.
e) Not cook or sell food in the hostels
f) Not conduct business or trade in the hostels
g) Not reside with a member of the family in the Polytechnic hostels e.g. child, mother, father or any other relative unless in specified areas which the Polytechnic may identify.
h) Not cohabit while in the Polytechnic Hostels.
i) Not enter or remain in the opposite sex hostels'/rooms between 10.00pm and 10.00am
j) Fill non-resident, forms for non-resident only within the first weeks of the term.
k) Trainees shall vacate Polytechnic premises immediately they are asked to on disciplinary grounds.

5.0 Polytechnic Property

a) All trainees are expected to look after the Polytechnic property by guarding against loss or damage.
b) A trainee shall take reasonable care of properties of the Polytechnic 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 trainee or group of trainees.

6.0 Music and Musical Instruments

a) Radios, television sets, videos (VCR), DVD players or musical instruments and percussion instruments may be used only between 5.00 am and 10.00 pm and at no time should be loud as to cause disturbance to others.
b) Video entertainment or shows are restricted to Friday and Saturday evenings only and at no time should the shows run past Midnight.
c) No Discos and promotional night dances shall be held within the compound.

7.0 Noise and Nuisance

a) If a trainer/instructor is out of classroom or workshop the class must maintain silence and good order during the period of sessions.
b) Trainees are not allowed to create unreasonable noise or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of Polytechnic premises.

7.0 Fire Fighting Appliances

a) It shall be an offence against Polytechnic regulations to interfere with, damage or remove other than for the firefighting purposes any of the firefighting appliances.
b) All trainees must attend fire drills when and as organized by the Polytechnic.
c) Trainees must know all fire assembly points.

8.0 Security of Trainees Property

a) Trainees are advised to take reasonable care to ensure safety of their personal effects.
b) While reasonable security shall be provided, the Polytechnic is not liable for losses of or damage to trainees' personal property while on Polytechnic premises.

9.0 Motor Vehicles

a) A trainee shall not keep motor vehicles on Polytechnic premises without prior written permission from Principal.
b) Permission shall not be given without proof of a valid insurance cover, a current driving license, proof of ownership/log book and a valid road license.
c) Permission may be refused or withdrawn at the discretion of the Principal

10.0 Criminal Offences

a) The Polytechnic has no right of exclusive jurisdiction over its trainees in criminal matters and other offences covered by law.
b) All crimes and other offences under the laws of Kenya, (THE PENAL CODE CAP 63) shall be reported to police. These shall include the following:

i. Offensive SMS and Cyber crimes
ii. Being drunk and disorderly
iii. Drug abuse/possession of illegal brew
iv. Drug trafficking
v. Fighting (Affray)
vi. Possessions of dangerous weapons e.g. daggers, arrows, guns etc.
vii. Assault causing bodily harm
viii. Arson, attempt to commit arson or attempt to destroy or damage property
ix. Theft and other related offences e.g. robbery and extortion
x. Unauthorized picketing, rioting. Obstruction to perform duty
xi. Organizing unlawful demonstrations/processions/incitement
xii. Rape or attempted rape
xiii. Kidnapping/abduction, detentions
xiv. Sexual harassment, indecent assaults, defilement
xv. Impersonation and false pretenses
xvi. Forgery, fraud, counterfeiting
xvii. Illegal/unlicensed trade e.g. hawking

xviii. Trespass
xix. Aiding suicide and attempting suicide
xx. Concealing birth, killing of unborn child and abortion
xxi. Subversion/treason
xxii. Murder, manslaughter
xxiii. Notwithstanding any action that may be taken by the police under the forgoing paragraph, the Polytechnic may take independent disciplinary measures for both in and outside campus.

11.0 Permission to Be Away

a) The Polytechnic shall grant permission for absence on the following grounds only for up to a maximum of two weeks. -
    i. Sickness
    ii. Bereavement/compassion
b) The request for permission shall be supported by documentary evidence.
c) In all cases of absence beyond stipulated period above, the trainees would be required to process deferment from training as per paragraph 3.6 of the Academic Policy Procession, Demonstrations and Ceremonies.

a) It shall be an offence for any trainee while at the Polytechnic or any of its campuses to organize or participate in demonstration, processions, ceremonies, picketing or any other meetings for which due process has not been followed.
b) In addition to any permits which may be required by the law, permission to hold meetings in the Polytechnic precincts shall be given by the Dean of Trainees upon approval of the Principal and a report made to the Dean and Head of the Polytechnic services.

12.0 Correspondence

a) All correspondence must be addressed to the Principal.
b) Publishing, writing and/or distributing anonymous literature of a malicious nature or social media platform posts including placards shall be subject to disciplinary action.
c) Advertising notices/posters must be in approved designated notice boards and shall be subjected to approval by the Dean of Trainees office. However, those who are responsible shall remove such notices within three days after the advertised event takes place.

13.0 Academic Responsibility and Leadership

a) Attendance of lectures, tutorials, seminars, practical sessions or Field trip and other such scheduled courses of instruction are compulsory. The Academic Committee considers attendance of lectures and practicals as compulsory. It is therefore an offence for a group or class to boycott lectures/practical/fieldwork

for more than two days consecutively. Such an offence may lead the whole group to be suspended from the Polytechnic for a specific period as determined by the Academic Committee, Trainee Disciplinary Committee or any of its subcommittees.

b) Trainees who have missed more than 25% of scheduled lectures, Tutorials, seminars, practical sessions and other instruction shall NOT be allowed to KFNP end of term examinations and will not be registered for any external examination AND subsequently shall repeat the year or term as shall be recommended by the Academic Committee.

c) No trainee shall be allowed to contest: -

i. For any elective post in the Trainee' Association if by so doing it will compromise academic performance.

ii. Without demonstrating that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous Polytechnic examinations.

iii. If he is a first-year trainee and never obtained credit pass (60%) average of CAT marks.

iv. If it is on record that the trainee is frequently late for lessons or rarely attends classes/practicals or laboratory sessions.

v. If one has been suspended from the Polytechnic at any one time for periods of more than two weeks.

vi. If at the time of elections, the trainee would not be present at the Polytechnic the next succeeding term.

vii. If there is a proven Criminal record or a pending disciplinary case at the Polytechnic.

viii. If he/she has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.

d) The fulfillment of the above requirements shall be confirmed by a vetting panel that must constitute the Head of Department and Dean of Trainees.

e) Eligible trainees for election posts in Trainee' Association of The Kaimosi Friends National Polytechnic, shall be limited to bona fide (duly registered) trainees who have cleared payments of ALL Polytechnic fees that is due at that time as shall be confirmed by the Registrar.

f) The tenure of service in the Trainee' Association/Union of The Kaimosi Friends National Polytechnic, shall be restricted to **one term** of academic year only and no such trainee shall be eligible to serve in any other capacity thereafter.

14.0 Miscellaneous Provisions

a) A trainee shall not use or have in his/her possession dangerous or crude weapons such as swords, sticks, metal bars or any other articles which might endanger other members of the Polytechnic community.

b) A trainee shall not use profane or abusive language while in the Polytechnic.

c) Trainee shall not threaten or hold hostage or extort or strike or physically harm any other trainee, or a member of staff or other employee of the Polytechnic, or a member of public.
d) It shall be an offence for a trainee to interfere with movement of Polytechnic vehicles or cause traffic obstruction in or outside the campus.
e) Trainees shall be expected to maintain a high degree of hygiene in
f) Their Hostels, dining halls and Polytechnic in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
g) Polytechnic facilities like halls, trainer theatres and common rooms may not be used by trainees for business, meetings and parties without written approval from the Dean of Trainees.
h) Trainees shall not be permitted to enter places at the Polytechnic designated as 'Out of Bounds' or 'No through Way'. Such places include but are not limited to telephone switchboards, kitchen, examination offices, water treatment works, Laboratories, Workshops residential/staff quarters, Guest House and other such areas as notified from the time to time.
i) Infants, Babies and children below age 15 shall not be allowed inside training rooms, workshops and hostels.

DECLARATION BY THE TRAINEE

I have read and understood the Polytechnic rules and regulations and promise to abide by them always.

Signed :…….

Name:……