I have read through the rules and regulations of the Polytechnic and promise to abide by them.
I have also noted the penalties to be met in case of my deviation from the rules.

PART I **DECLARATION OF UNDERTAKING**

I will always abide by all rules including other Kaimosi Friends National Polytechnic provisions and regulations throughout my training. In agreement to this, I further promise that:
I will always follow the prescribed requirement of the training programme I am registered in.
I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.

I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to KFNP prescribed examinations.

I will bear individual and/or collective responsibility for any/all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.

I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.

NAME: ……..

ADMISSION NUMBER: ……..

ID. NUMBER: ……..

SIGN: ……..

ISO:9001:2015 Certified Institution

KAIMOSI FRIENDS NATIONAL POLYTECHNIC

TRAINEES HANDBOOK

P.O. Box 150-50309
TIRIKI, KENYA
Website: http://www.kfnp.ac.ke
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Trainee Handbook
Year of Publication 2025

Ubunifu na Ujuzi

FUNDAMENTAL STATEMENTS

VISION STATEMENT:

A leading Institution of Skills Training in Science and Technology

MISSION STATEMENT:

To provide quality Technical Training and Research in Science and Technology to meet changing International Needs

CORE VALUES:

Social Responsibility
Creativity
Religious Liberty
Integrity
Professionalism
Team Work

MOTTO:

Hill of Vision

Fund raising by trainees on campus shall not be allowed unless authorized by the appropriate government authorities and approved by the Principal through the Dean of Trainees.

Protection of Name

Any individual Trainees Organization Club or Society may not use the name "Kaimosi Friends National Polytechnic" without the written approval of the Principal through the Dean of Trainees.

Review

These Rules and Regulations shall be reviewed every two years and as when need arises.

7.0 KAIMOSI FRIENDS NATIONAL POLYTECHNIC RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES

BOND OF CONDUCT (RULES AND REGULATIONS DECLARATION)

Clubs and societies may be formed for the advancement of the functions and objectives of the Polytechnic in accordance with regulations.
No clubs and societies shall be formed based on ethnic lines
Clubs and societies shall be self-supporting in all financial matters

Procedures for forming clubs and societies

The trainees proposing to form a club or a society shall prepare a draft proposal which must include the following:
Justification
Objectives
Interim office bearers and patron
An indication of likely membership
Possible sources of funding

The trainees shall then: -
Discuss the proposal with the Dean of Trainees and in consultation with a relevant Head of Department where need be.
Draw up the proposed club or society's constitution
Seek approval for the club and society from the Registrar (Academic) through the Dean of Trainees.

Management of Clubs and Societies

All clubs and societies shall be managed in accordance with their approved constitutions.
All scheduled activities must have prior approval of the Dean of Trainees. For these purposes a list of scheduled activities shall normally be forwarded to the Dean of Trainees at the beginning of each term.

General Conduct of Clubs and Societies

Topics of discussion by outside guests shall; be approved by the Principal through the Dean of Trainees.
Polytechnic facilities may not be used for district or national political campaigns.

MESSAGE FROM THE CHIEF PRINCIPAL

Dear Trainee,

May I take this opportunity to welcome you to Kaimosi Friends National Polytechnic (KFNP).I wish to congratulate you for achieving grades that enabled you to join this institution. This affirms the fact that you are among the best in the society. As a trainee of KFNP, you are now an esteemed member of one of the best National Polytechnics in Kenya.

While at this polytechnic, you will have at your disposal several opportunities. Besides, there will also be challenges. All these are meant to help you grow wholesomely and to have you exercise some responsibility. Please note that the opportunities and challenges that you will have are anchored on the knowledge that you will now be your own keeper. There will be no bells to signal activities, instead you will have to be alert on the polytechnics website, trainee individual portal, notice boards, class WhatsApp walls and email in order to get the latest information or communication from time to time.

Part of what the polytechnic will offer is an environment for socialization and mooting of clubs and societies. As you enter into these associations and meet and make new friends, be keen on those that will add value to your life and talent both in the short term and in the long term.

As an institution of higher learning, academics is our **core** business. Take your studies seriously by attending all your classes and sitting for all your CAT's, practical's and examinations. Further to this, shun the temptation to cheat in examinations. Always keep referring to the rules here in for further guidance in your day to day engagements at this polytechnic.

Remember that the Dean of Trainee Affairs is there for your welfare. Do not keep any disturbing issues to yourself. Share with staff and more so the Guidance and Counselling coordinators. Remember no problem is too big to be tackled.

Finally, in the spirit of comradeship, I urge you to be each other's keeper and to report anything which in your opinion is contrary to the expectation and may pause a possible risk to yourself, your colleague, a member of staff or the institution.

May the Almighty God bless you during your stay here at Kaimosi Friends National Polytechnic.

Dr. Okumu JW Odhiambo

CHIEF PRINCIPAL

DEFINITION OF KEY TERMS

For purposes of this handbook;

KNQAmeans Kenya National Qualifications Authority

TVETmeans Technical and Vocational Education and Training

"KFNP" means Kaimosi Friends National Polytechnic

"***Trainee'*** means and includes: Any person who has duly signed the nominal roll and is registered into a programme of study for a diploma, certificate or any other programme of study duly and expressly recognized by the Governing Council or any of the examining body that have accredited Kaimosi Friends National Polytechnic.

"***Academic Committee***" means the committee so established in accordance with theTVET ACT clause 28(5). It has the mandate to execute instructions and advise the Board of Governors on all matters of training at FNPK

"**Staff member or trainer**" means any part time or full-time employee of the KFNP at whatever the level or grade or an employee of the PSC deployed at FNPK or any part time or full-time employee of the KFNP whose services are engaged for the purposes to conduct training sessions for registered trainees or trainees.

"***Polytechnic premises***" means any location, building or premises belonging to the KFNP or used for purposes of Polytechnic activities.

"***Principal***" means the Chief Executive Officer (CEO)of the Polytechnic

"***Dean of Trainees***" means the officer in charge of Trainees' Welfare and Development

"***Examination Officer***" means the designated trainer or staff coordinating the conduct and procedure for all assessment and examinations at the Polytechnic and also the liaison officer with examining bodies.

"***Registrar Academics***" means registrar in charge of Academic Affairs at the Polytechnic

"***Assessment***" means a process that judges individual performance against the performance requirements.

"***Accreditation***" means a procedure by which institutions offering education and training are formally recognized as having met the standards set out in various laws of Kenya.

"***Assessment tools***" are instruments that will be used by assessors to assess the skills and knowledge of trainees against a set criteria or standards. These would facilitate consistency and quality assurance of the assessment process.

"***Assessor***" means one who carries out the assessment to ascertain the claimed competencies based on evidence submitted and/or observed. The assessor determines comparability of learning against the standards.

The Chair of the TDC shall be the Deputy Principal (Administration) or a person with delegated authority to chair the committee whereas the Dean of Trainees shall be the Secretary. Other members include the Deputy Principal (Academics), Registrar, Head of Guidance and Counseling, Head of Department of the affected trainee.
Departmental Subcommittee of Trainee Disciplinary Committees may be formed to hear and submit findings and recommendations to the TDC. The Chair of the Departmental Subcommittee of the TDC will be the Head of Department and the Deputy Head of Department will be the Secretary. Other members of the subcommittee include Course Coordinator, Class Tutor, and Departmental Guidance and Counseling Representatives.

Enforcement of Regulations

In the event of breach of the regulations and depending on the nature of the offence the officers referred above shall adopt the following procedures.
An Officer of the Polytechnic shall require the trainee to make a written statement in response to the charges within one (1) day.
An Officer shall warn or caution the trainee either verbally or in writing within two (1) day Or
Report the trainee to the office of the Dean of Trainees in writing enclosing all documentary evidence for further processing within two (2) days from the date of the offence committed.
The Dean of Trainees shall: -

Investigate and establish whether there is a case to answer. In this respect, the Dean of Trainees may warn or caution the accused within four (4) days; or
Process the disciplinary offence and forward to the Principal or Deputy Principal within four (4) days; or
Take any other action that may be deemed appropriate at that time.
The Trainee Disciplinary Committee is convened at least once every month to deal with disciplinary cases.

Meeting of the Trainee Disciplinary Committee

The Deputy Principal (Administration) in consultation with the Principal shall convene a meeting of the Trainee Disciplinary Committee within a reasonable time after the report has been received depending on the nature of the case to be determined.
In certain instances, on the advice of the Deputy Principal (Administration) or Dean of Trainees or as the case may be, then the Head of Department shall convene a Departmental Subcommittee of the TDC.

Rules for Clubs and Societies

The tenure of service in the Trainee' Association/Union of The Friends 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.

Mode of Voting
Elections of office bearers shall be Electronic
Voting shall be conducted between 8.a.m. and 12 noon (8.00 -12.00 hrs).
Students Elections shall be conducted in the second week of October of each year.

Miscellaneous Provisions

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

It shall be an offence for a trainee to interfere with movement of Polytechnic vehicles or cause traffic obstruction in or outside the campus.
Trainees shall be expected to maintain a high degree of hygiene in
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.
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.

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.
Infants, Babies and children below age 15 shall not be allowed inside training rooms, workshops and hostels. The only exception are members of school parties who may officially be visiting the Polytechnic and will be accompanied by authorized staff.

6.21Disciplinary Actions
6.21.1 Trainee Disciplinary Committee
There shall be a Trainee Disciplinary Committee (TDC) of the Academic Committee to handle cases of trainee discipline.

*"**Full qualification**"* is an existing KNQA qualifications that a learner earns after successfully completing a training programme. For example, Electrical Technician Level 5 qualification awarded after completing one year of training.

Part qualification - an assessed unit of learning that is registered as part of a qualification.

Training - any activity aimed at imparting skills, knowledge, competences, values, attitudes and information towards assisting the recipient improve their performance

Academic Calendar – a calendar of academic activities to be carried out in a term or an academic year

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Academic Responsibility and Trainee Leadership

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.

It is an offence to interfere with or block scheduled activities.

Trainees who have missed more than 25% of scheduled lectures, Tutorials, seminars, practical sessions and other instruction shall NOT be allowed to FNPK 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.

Trainees shall be expected to comply with all other regulations made by departments or any other such units of the Polytechnic.

No trainee shall be allowed to contest: -

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

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

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

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

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

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

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

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

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

Eligible trainees for election posts in Trainee' Association of The Friends 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.

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

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.
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.

Correspondence
All correspondence must be addressed to the Principal.
Correspondence to the press or other mass media by an individual or officials of the trainees' organization shall bear the individual names and signatures.
It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the Polytechnic or Trainees Organization in any media whether print, electronic or social.
Publishing, writing and/or distributing anonymous literature of a malicious nature or social media platform posts including placards, shall be subject to disciplinary action.

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.
Correspondence through letters by individual trainees or by official of the Trainees Organizations (including trainee societies) to the following in matters pertaining to the Polytechnic shall be sent through the office of the Dean of Trainees and Principal who will forward them as may be appropriate:

Government officers
Foreign Government Officials
Cabinet/Principal Secretaries and Members of Parliament or other dignitaries
Governors, County Officials or MCAs
Sponsoring bodies
Other such bodies
Invitations to government ministers, government officials, politicians' representatives of foreign governments or any other important persons
to visit the Polytechnic in their official capacities shall be notified within adequate time to the Principal through the Dean of Trainees.

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1.0 ADMISSION PROCEDURES

1.1 LETTER OF OFFER
Read the letter of offer carefully and comply with all the instructions. In particular, NOTE, that you must register and pay fee by the last registration date shown in the letter

1.2 REGISTRATION FORM
When reporting to the polytechnic, you must first go to the registry and hand in your letter of offer, original copies of your academic certificates and other relevant documents. The computer system will be activated once fees is paid.

1.3 COMPLETING THE REGISTRATION FORM
Take the registration form to the waiting area and check carefully using the guidelines provided. In filling the registration form, the student should ensure conformance with details in the National Identity card

1.4 CONTACT ADDRESS
Write the full name and contact details-email and mobile phone and address of your next of kin. This is the person's closest living relative or relatives, and will be contacted in case of an emergency. Additionally, this is the person who have responsibilities or rights concerning you as a trainee.
Make sure that all the details are accurate as indicated in the National ID.

1.5 REGISTRATION
When you have paid Polytechnic fees, the computer system updates the registry databases and momentarily indicate the amount paid. You must then go back to the registry where you will complete your registration process. The registry staff will update your details on the computer system.

1.6 ISSUANCE OF STUDENT ID CARD
Upon completion of registration process, the trainee proceeds to Management Information System (MIS) office where a passport size photograph is taken for processing of Polytechnic Identity card.

NOTE: Incase the College ID get lost or broken, a student will be required to pay a statutory fee to have it replace. This cost may change from time to time.

2.0 CLASS REGISTERS/ATTENDANCE SHEETS

2.1 DEPARTMENTAL REGISTER
A trainee will be considered bonafide if his/her details are captured in the HODs generated departmental register, and it confirms that the trainee is enrolled and actively pursuing studies at the Kaimosi Friends National Polytechnic. As such, after the registration process, a trainee MUST immediately report to his/her respective department for registration into the various courses and subjects.
NOTE: It is illegal for anyone to attend classes (to be taught) when his or her name does not appear in the register generated by the system.

Criminal Offences

The Polytechnic has no right of exclusive jurisdiction over its trainees in criminal matters and other offences covered by law.
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.

Permission to Be Away

The Polytechnic shall grant permission for absence on the following grounds only for up to a maximum of two weeks. -

Sickness
Bereavement/compassion
The request for permission shall be supported by documentary evidence.

6.10 Polytechnic Property

All trainees are expected to look after the Polytechnic property by guarding against loss or damage.

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.

Music and Musical Instruments

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.

Video entertainment or shows are restricted to Friday and Saturday evenings only and at no time should the shows run past Midnight.

No Discos and promotional night dances shall be held within the compound.

Noise and Nuisance

If a trainer/instructor/trainer is out of classroom or workshop the class must maintain silence and good order during the period of sessions.

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.

Fire Fighting Appliances

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.

All trainees must attend fire drills when and as organized by the Polytechnic

Trainees must know all fire assembly points

Security of Trainees Property

Trainees are advised to take reasonable care to ensure safety of their personal effects.

While reasonable security shall be provided, the Polytechnic is not liable for losses of or damage to trainees' personal property while on Polytechnic premises.

Motor Vehicles

A trainee shall not keep motor vehicles on Polytechnic premises without prior written permission from Principal

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.

Permission may be refused or withdrawn at the discretion of the Principal

The generation of class register is expected to be finalized within two weeks after the start of the term.

2.2 TRAINEE CLASS ATTENDANCE

a) At Kaimosi Friends National Polytechnic (KFNP), class attendance is an essential requirement for academic success and fulfillment of course objectives. To ensure students fully benefit from the learning experience, all students are required to attend at least 75% of their scheduled classes for each course during the term. Students who fail to meet the required 75% attendance threshold may face **disqualification** from examinations, and their exam scores will not be recorded.

b) Attendance is monitored and recorded in every session by trainers, and students are expected to sign the attendance register for every session. Regular attendance not only reflects a student's commitment to their academic journey but also enhances their understanding and engagement with the course material. Exceptions to this rule will only be considered under verified and documented circumstances, such as medical emergencies, and must be approved by the head of department or deans of students.

c) All students are encouraged to take responsibility for monitoring their attendance records and addressing any deficiencies promptly to avoid inconveniences. Meeting the attendance requirement is crucial for academic progression and upholding the standards of excellence at KFNP.

2.3 TRAINERS CLASS ATTENDANCE

a) At FNPK, the attendance of trainers in their assigned teaching sessions is paramount to maintaining academic excellence and ensuring that students receive consistent and quality instruction. Trainers are expected to attend 100% of their scheduled classes as part of their professional responsibility.

b) To facilitate effective monitoring, each class will have a **class representative**, nominated by the subject coordinators. The class representative will be responsible for recording trainers' attendance and ensuring accurate records are maintained.

c) In cases where a trainer is unable to attend a scheduled session, it is mandatory to recover the missed class at the earliest opportunity. The recovery must be documented and recorded using the **lesson Recovery** ISO Form, ensuring transparency and adherence to institutional standards. This process guarantees that no learning time is lost and that students receive the full content of the course as planned. By upholding these guidelines, KFNP fosters a culture of commitment and professionalism among its trainers, contributing to the overall success and satisfaction of both students and staff.

2.4 INDUSTRIAL LINKAGES OFFICE

a) Placement

The trainee is required to solicit for their place of attachment/mentorship. Once she/he has secured a place, she/he is required to communicate back to the ILO office by filling in an on-line google form to facilitate the planning of their assessment. On the other hand the ILO office also strives to secure attachment by using the proposed industries by the trainee.

b) Assessment
The Academic heads of Departments provide the names of trainers to be assigned supervision duties by the ILO. The trainers are expected to provide valuable feedback on trainees' work ethics, technical skills, problem- solving abilities, and overall readiness to join the job market.
The trainees are required to report back from the mentorship program with the industrial training reports, log books and recommendation letters from the industry. The documents shall be marked by the trainers assigned supervision duties and marks form part of the cores work. Failure to go on attachment will render the course incomplete.

PAYMENT OF FEES
Fees must be paid to the correct authorized Polytechnic KCB account as per the approved fees structure. No cash payments, personal cheques or mpesa is allowed. Always keep the receipt in safe custody in case of future queries.

3.1 REFUND OF EXCESS FEES AND CAUTION MONEY

The refund of excess fees and caution money at Kaimosi Friends National Polytechnic, is a process available to trainees upon successful completion of their courses. This applies to two categories of refunds: caution money and excess fees. Refunds are processed only after the trainee has completed their studies and has no outstanding units or courses.

To initiate the refund process, the trainee must submit an official letter addressed to the Chief Principal through their Head of Department (HOD). In the letter, the trainee should clearly request the refund, specifying the amount they are seeking. The HOD will verify the student's status, confirming that they have completed their course requirements and have no referred units. The HOD then endorses the letter and forwards it, along with the trainee's file, to the Chief Principal for further processing.

To support the refund request, the trainee must attach a copy of their fee statement and the original receipt as evidence of payment made. This procedure also applies to trainees who were offered admission but did not report to the institution.

NOTE: If you are sponsored or your parent/guardian is paying your fee, your/ sponsor/parent/guardian must apply for and collect the refund in person**.**

3.2 WITHDRAWALS FOR CONTINUING TRAINEES
Only caution money can be refunded. All other components of the fees are allocated to the appropriate vote heads at the time of the payment and cannot be refunded.

3.3 COURSE TERMINATION /DEFERMENT
a) A trainee is allowed to defer a course to be resumed at a later date. However, the reason for such deferment is compelling that it is the best option from none. Trainees are advised to discuss such a significant undertaking with the course trainer, HOD or any other subject trainer the student can freely talk with.
Deferment is only allowed the within the first two weeks of opening by the Registrar in

Residential matters: Housekeepers/janitors, Hostel Officers, Wardens, Catering or Hostels Manager and Dean of Trainees in that order.
Trainees and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
Failure to adhere to the above procedures shall be a violation of the Polytechnic regulations.

Residential Conduct
All trainees shall conduct themselves with responsibility and maturity while in residence at the Polytechnic and in particular shall observe the following shall:
Share rooms in addition to other facilities or common use.
However, it shall be an offence to 'ghost board' in the Polytechnic hostels.
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.
Not remove or damage any facilities or equipment in their rooms or any other part of the halls.
Not cook or sell food in the hostels
Not conduct business or trade in the hostels
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.
Not cohabit while in the Polytechnic Hostels.
Not enter or remain in the opposite sex hostels'/rooms between 10.00pm and 10.00am
Fill non-resident, forms for nonresident only within the first weeks of the term.

Keys
Each trainee shall be required to surrender room keys promptly if and when required.
It is the duty of each trainee to keep the polytechnics keys in safe custody.

Vacational Residence

All trainees shall leave the Polytechnic premises at the end of every academic session/ term. Permission for vacational residence shall only be granted by Dean of Trainees on advice from the Head of Department upon approval by the Principal; that residence shall be required for the purposes of carrying out an academic assignment or for other reasons approved by the Dean of Trainees/Principal.
Vacational residence shall be in a Hostel and paid for in advance at least two weeks before the start of the vacations.
Trainees shall vacate Polytechnic premises immediately they are asked to on disciplinary grounds.

Refrain from any conduct that might bring the Polytechnic or any section or programme thereof into disrepute or public odium.
Carry themselves in all public places or forum with such humility and dignity as befits their status as mature and responsible citizens.
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.
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.
Note that food must only be eaten in the dining hall or at designated restaurants and canteens
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
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.
The Polytechnic is a DRUGS FREE ZONE. There shall be no tobacco smoking or alcohol drinking or use of illicit drugs within the premises in the Polytechnic such as Dinning Hall, Dormitories, Classrooms, Laboratories, Workshops and Drawing rooms.
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.

Extreme religious inclination such as radicalization is not permitted.
Staff washrooms, non-teaching and teaching staff compounds or any other designated are out of bounds to all trainees.
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.

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

Academic matters: Class representatives, Class Tutors, Course Coordinators, Heads of Department, and Deputy Principal (Academics) in that order.

charge of Academics.

b) If the polytechnic for some reasons cancels a course for which you have paid, all payments will be refunded. This only applies to new applicants.

3.4 TERMLY FEE PAYMENT

The polytechnic currently operates on termly and annual fees payment systems. Trainees are encouraged to check their fee statement from the trainee portal. Each trainee is required to clear Fees by the end of each term to facilitate exam registration.
NOTE: No trainee is allowed to register for exams with fees arrears.

3.4.1. Government Funding
Students are encouraged to apply for both HELB LOAN and Government scholarship beside the household fee payable. In the year 2023, the government, through the Ministry of Education proposed a new funding model for universities and colleges. This model replaced the previous flat-rate funding system with a targeted approach based on a student's financial need and academic merit. Under this model,trainees are categorized into five bands for funding purposes: vulnerable, extremely needy, needy, and less needy. It aims to provide a mix of government scholarships, loans, and family contributions to ensure equitable access to higher education. The table below highlights the levels. However, this remains unoperational because the necessary supporting laws have not been enacted.

Trainee Band	GOK Scholarship	HELB Loan	Parent/Household	Total
Band 1	70%(47,032.53)	**22.5%(15,117.53)**	7.5%(5,039.12)	67,189
Band 2	60%(40,313.40)	**25%(18,812.92)**	12%(8,062.68)	67,189
Band 3	50%(33,594.5)	**32%(21,500.48)**	18%(12,094.02)	67,189
Band 4	40%(26,875.60)	**35%(22,531.82)**	22%(14,781.58)	67,189
Band 5	30%(20,156.7)	**43%(28,892.27)**	27%(18,141.03)	67,189

NOTE: ALL TRAINEES ARE ENTITLED TO GOVERNMENT FUNDING BUT MUST APPLY. ON ADMISSION, THE LIST OF WALK IN TRAINEES IS FORWARDED TO KUCCPS FOR VALIDATION AND ABSORPTION.

4.0 POLYTECHNIC ACCOMODATION (HOSTEL)
a) If a trainee requires accommodation in our hostel, he/she must contact the Dean of Students to confirm the availability and discuss your situation before registering and paying fee for the hostel.
b) Accommodation is given on first come first served basis however priority is given to first years/new intake.

c) Any trainee who wishes to be accommodated within the Polytechnic **must** clear all tuition fees before paying for accommodation.

d) All resident trainees must duly read and sign the accommodation **consent form** before being allocated a room.

NOTE: Accommodation fees of Kshs 4,500.00 per term must be paid to the official Polytechnic KCB account

5.0 LIBRARY

The polytechnic library has a collection of books for all courses offered in the institution, journals, periodicals, magazines, newspapers as well e-learning materials. Other services in the library include binding and laminating services.

All users are urged to read and understand the rules and regulations of the institutions' library.

5.1 Opening Time:

Monday – Friday	9.00am – 8.00pm
Saturdays	8.00am – 6.00pm
Sunday	8.00am – 5.00pm

5.2 Vacation:

Monday – Friday 9.00am – 5.00pm
Closed on public holidays

DEAN OF TRAINEES

RULES AND REGULATIONS GOVERNING THE CONDUCT AND

DISCIPLINE OF TRAINEES

These rules and regulations are applicable to all registered trainees, whether on full time, part-time or short course and must be observed at all times.

1) Within the Kaimosi Friends National Polytechnic, Maincampus and Mbale Town campus
2) On industrial attachments, educational visits and other similar excursions
3) Any other place with activities for the Polytechnic students.

Preamble

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.

We consider our trainees to be mature and responsible adults who have sense of maturity. Decent behaviour, 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. All trainees must obey, respect and follow instructions from members of staff.

Preliminary

These rules and regulation are made by the Academic Committee and the Polytechnic Board in accordance with the provisions of the TVET Act whose objective and purpose are among others; to provide for the control governance and administration of the Polytechnic.
The Principal as per the Act shall be responsible to the Board for the general conduct and discipline of the trainees.
These regulations shall apply to ALL trainees of the Polytechnic and its campuses subject to any necessary changes therein. All trainees shall be required to read and abide by these regulations as well as with regulations in general.
These regulations shall not preclude the Polytechnic from requiring any trainee to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Polytechnic.
Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

Disciplinary Authority

For purposes of these regulations the Principal acting on behalf of Board, is the disciplinary authority of the Polytechnic and may in that capacity:

Vary or add to the list of disciplinary offenses specified herein
Suspend any trainee suspected of committing an offense under these regulations from the Polytechnic pending further disciplinary measures.
Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

General Conduct of Trainees

Respect and adhere to the administrative and academic rules, procedures and structures established by the TVET Act 29 of 2013 and FNPK Academic Policy for the control governance and operations of the Polytechnic.
Respect the rights and privileges of the members of the Polytechnic community at all times.