

KISII NATIONAL POLYTECHNIC

Mobile; 0700152177 OR 0752031300
Email: kisiipoly@yahoo.com
kisiipolytechnic@gmail.com
kisiipolytechnic@kisiipoly.ac.ke
Website: www.kisiipoly.ac.ke



P.O. BOX 222
TEL: 058-2031958
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KISII

COLLEGE RULES AND REGULATIONS

1.0 INTRODUCTION

All students are enrolled on the strict understanding that they shall comply with these rules and regulations.

2.0 STUDENT REGISTRATION

There will be free and compulsory termly registration at the registry for all continuing students within the first **one week** of opening. A fee of Ksh. 500 will be surcharged in the second week; failure to comply will lead to automatic deferment.

3.0 ATTENDANCE OF CLASSES

Attendance of all classes is compulsory. The acceptable percentage attendance is stipulated in the college academic policy. Irregular attendance without valid permission will lead to suspension of not more than **two weeks**.

4.0 INTERNAL EXAMINATION

- 4.1 All students must sit for **internal examinations**.
- 4.2 Any student involved in examination irregularity(ies) will be suspended in accordance with the college Academic policy.

5.0 COLLEGE PROPERTY

- 5.1 Students must handle college property with utmost care. Any student who damages, vandalizes or loses college property will be held responsible and will be surcharged the full replacement value of the item. Otherwise a general charge shall be imposed on all the concerned group of students.
- 5.2 Movement of college furniture, tools and equipment from their designated places (that is; laboratories, workshops, offices, library, dining hall, canteen, stores and staffroom,) without valid permission is strictly prohibited.



KISII POLY IS ISO 9001:2015 CERTIFIED

6.0 HOSTELS

- 6.1 Male students' hostels are out of bounds for all female students and vice versa. Violation of this rule will lead to a **two weeks** suspension and forfeiture of boarding facilities for both the host and the visitor.
- 6.2 No visiting parents, friends or relatives are allowed in the hostels.
- 6.3 No obscene literature shall be displayed or drawn on the walls.
- 6.4 Ablution rooms must be used properly and kept clean.
- 6.5 Unnecessary Excess noise within the compound is prohibited.
- 6.5 All students shall comply with any impromptu visits by any authorized officer(s).
- 6.7 No cooking is allowed in the hostel. Failure to comply will lead to forfeiture of boarding facilities.
- 6.8 Any guest / commuter found staying overnight in the college hostels will be deemed to be trespassing and the guest/commuter student shall be surcharged the full term's hostel fee. The host student will forfeit boarding facilities.
- 6.9 Room allocation will be **STRICTLY** on first come first served basis.

7.0 DINING HALL/KITCHEN

- 7.1 The kitchen is out of bounds to all students at all times.
- 7.2 The cafeteria system must be strictly observed at all times.

8.0 DRUG AND SUBSTANCE ABUSE.

- 8.1 Alcohol, drug or substance abuse is strictly prohibited.
- 8.2 No student shall possess, handle or sell licit or illicit alcohol, drugs or substances within the college premises. Such student(s) may be served with a warning or be suspended for a **maximum of two weeks** and/or be handed over to the police.
- 8.3 Any student found to be a nuisance as a result of taking alcohol, drugs or substances may be served with a warning or be suspended for a **maximum of two weeks** and/or be handed over to the police.

9.0 FIGHTING

- 9.1 Fighting is strictly prohibited; any student found fighting, harassing or molesting another person will be suspended for a period not **exceeding two weeks and/or handed over to the**



police.

9.2 Weapons and/or offensive paraphernalia are not allowed in the college compound. Any student found in possession of the above will be suspended for a period not **exceeding two weeks and/or handed over to the police.**

9.3 Students shall not have any association with criminal activities and /or gangs. Such students shall be reported to the police and college shall take appropriate disciplinary action.

9.4 No public / guest speakers can address students or staff without written permission from the Principal, lest they be considered trespassers. Student(s) who invite such speaker(s) will be served with a warning or be suspended for a **maximum of two weeks** and/or be handed over to the police.

10.0 CO-CURRICULAR ACTIVITIES.

Only bona fide students are allowed to participate/ represent the college in co-curricular activities.

11.0 INTEGRITY

11.1 All students must conduct themselves with the highest level of integrity and honesty.

Any student who is caught stealing or being involved in forgery or any criminal offence shall be suspended for a **maximum of two weeks** and/or be handed over to the police.

11.2 All students shall uphold respect for the teaching and non-teaching staff, visitors and fellow students.

12.0 DRESSING

12.1 Students shall dress decently at all times.

12.1 Workshop/laboratory or any other inappropriate attire should **Not** be worn into the dining hall.

12.2 Hats and caps shall not be worn in classrooms, offices, library, and workshop and laboratories or at assembly meetings.



13.0 PREGNANCY

Expectant students will be allowed to carry their pregnancies to full-term and can attend classes. They will, however, have to become commuters.

14.0 CLEANLINESS

All students are expected to keep the college compound clean and tidy. They should avoid littering the compound.

15.0 ELECTRICAL FITTINGS AND APPLIANCES

15.1 Under no circumstances are students allowed to tamper with any electrical fitting or connect additional electrical appliances.

15.2 Students must not remove bulbs from corridors, ablution blocks or any other parts of the buildings.

15.3 All lights must be switched off when not in use.

15.4 Any student in contravention of (i) & (ii) above will be surcharged **ten times** the cost of replacement.

16.0 MEDICAL SERVICES

16.1 The college offers treatment for minor ailments. Those in need of specialized treatment will meet their own medical expenses.

17.0 CLUBS & SOCIETIES

17.1 All students are free to join any registered clubs or society in the college.

17.2 Registration of any new club/society will be allowed provided its constitution is in harmony with the college rules and regulations.

17.3 Ethnic associations are not allowed and will not be registered in the college.

18.0 LIBRARY, WORKSHOPS AND LABORATORIES

The use of the library, workshops and laboratories shall be governed by their respective rules.

19.0 AMMENDMENTS TO THESE RULES AND REGULATIONS

The Principal, in consultation and with approval of the Board of Governors, reserves the right to change, add to, amend or otherwise vary these rules and regulations at any time without notice and in accordance with the relevant laws of Kenya.

