

# MOIBEN TECHNICAL AND VOCATIONAL COLLEGE



*TVET For Job Creation*

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## COLLEGE RULES AND REGULATIONS

### **PREAMBLE**

These rules and regulations are applicable to all registered students of Moiben Technical College. They provide a blueprint which will enable the realization of orderliness, high professional standards, moral behavior and achievement of academic objectives.

Trainees are thus required to help in the attainment these goals by adhering to these rules and regulations. They should also respect the rights and privileges of other students, teaching and non-teaching staff.

### **I. GENERAL CONDUCT**

- a) Every trainee must carry his / her college identity Card while entering the college and identify himself/herself whenever asked to.
- b) Students should observe personal hygiene and dress appropriately at all times and in particular while attending lectures and practical's or other college functions. All dressing and hairstyles **MUST** be decent.
- c) Students **MUST** conserve electricity and water. They must switch off lights when they leave the class room or any other areas of training.
- d) Students are expected to operate machines and tools carefully and observe all safety regulations in the workshops and see that no damage is caused to self, others or to the college property, machinery and equipment.
- e) Respect and care of institutional property is important. Students will have to account for any losses /damages.
- f) Students will be required to keep the compound neat and clean by avoiding littering and defacing of college structures.
- g) Use of mobile phones in the classrooms, labs, and the workshop is strictly prohibited.

- h) Trainees should refrain from creating noise that may cause disturbance or annoyance to the institutes' community.
- i) All trainees shall refrain from all acts of violence, hooliganism, unruly or rowdy behavior or any conduct likely to cause a breach of peace and disturbance to others within or outside the college. Assault is a criminal offence punishable under the laws of Kenya. It is strictly forbidden to fight within the college.
- j) Smoking and drinking is prohibited in the college. Disciplinary action shall be taken against students found smoking or under the influence of alcohol.
- k) Handling, possession and consumption of addictive drugs is prohibited in the college and is a criminal offence by law.
- l) The following areas are out of bound to all students unless they have prior permission:
- Laboratories
  - Workshops
  - Staff-room
- m) Students are expected to exhibit responsible behavior towards all staff, visitors and colleagues. Complaints shall be resolved through the proper laid down channels. Participation in illegal meetings and processions can lead to discontinuation.
- n) All cases of sickness must be reported to the trainer on duty or the Dean of students immediately. College medical fee covers only basic clinical services, the cost for referral cases will be catered for by the parent/guardian/sponsor.
- o) In the event of a breach of any of the above regulation, a student may be required to appear before the disciplinary committee.

## II. ACADEMIC CONDUCT

- a) Class attendance is compulsory and punctuality is essential. All assignments, tests and exams must be done as required.
- b) All students are expected to maintain high academic standards throughout the course. Supplementary exams are a must for students who perform poorly in college exams. For students who persistently perform poorly, the academic board may recommend for his/her discontinuation forthwith.

- c) Students must seek permission from the Head of department in case of absence from college.
- d) The trainees should not engage in cheating, stealing or any other examination irregularity which undermines the academic standing of the college.
- e) All trainees to abide by all other regulations made on the departments and sections for proper conduct of specific courses.
- f) No trainees should possess unauthorized material during test and examinations.
- g) All trainees must abide by rules and regulations for internal examinations and external examination bodies.

**DECLARATION**

This is to conform that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the rules and regulations governing the conduct and discipline of the student of **MOIBEN TECHNICAL AND VOACTIONAL COLLEGE**.

**Name of The Student** ..... **Signature of The Student**.....

**Date** ..... **Telephone Number** .....

**Name of The Parent/Guardian(Witness)**.....

**Telephone Number**.....

**Signature of The Parent/Guardian** ..... **Date** .....