



THE SIAYA NATIONAL POLYTECHNIC

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OFFICE OF THE REGISTRAR - ACADEMICS AND TRAINING AFFAIRS

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES (ABRIDGED VERSION).

Preamble

- i. These rules and regulations are in accordance with chapter 7 of the Academic Policy as per the Board of Governors resolution on August 10, 2018. All trainees must acquaint themselves with the Academic Policy that provides all details and procedures regarding Rules and Regulations of the conduct of trainees at The Siaya National Polytechnic.
- ii. These rules and regulations are meant to bring order and harmony in the Institute and make the life and stay of trainees enjoyable. They are meant to enable the Institute 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.
- iii. 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.
- iv. All trainees must obey, respect and follow instructions from members of staff.
- v. These rules and regulation are made by the Academic Committee and the Institute BoG 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 Institute.
- vi. The Principal as per the Act shall be responsible to the BoG for the general conduct and discipline of the trainees.
- vii. These regulations shall apply to ALL trainees of the Institute 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.
- viii. These regulations shall not preclude the Institute from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Institute.

ix. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

The Conduct of Trainees

The following provisions shall apply with respect to the conduct of trainees within and outside the Institute precincts.

General Conduct

- i. Respect and adhere to the administrative and academic rules, procedures and structures established by the TVET Act 29 of 2013 and SIT legal order for the control governance and operations of the Institute.
- ii. Respect the rights and privileges of the members of the Institute community at all times.
- iii. Refrain from any conduct that might bring the Institute or any section or programme thereof into disrepute or public odium.
- iv. Carry themselves in all public places or forum with such humility and dignity as befits their status as mature and responsible citizens.
- v. 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 Institute functions.
- vi. 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.
- vii. Note that food must only be eaten in the dining hall or at designated restaurants and canteens.
- viii. All trainees should maintain cleanliness in the Institute by keeping hostels, laboratories, workshops and hostels clean and tidy. Litter should not be thrown anyhow except in strategically positioned waste dustbins
- ix. All trainees are encouraged to participate in various games and sports activities during games times. Institute rules and regulations are to be observed when teams go out to represent the Institute.
- x. The Institute is a DRUGS FREE ZONE. There shall be no tobacco smoking or alcohol drinking or use of illicit drugs within the premises in the Institute such as Dinning hall, Dormitories, Classrooms, Laboratories, Workshops and Drawing rooms.
- xi. Trainees should respect other's freedom of worship. Where certain religious beliefs and rites conflict with these regulations, the rules of the Institute shall prevail as long as they do not contradict any laws of the Republic of Kenya.
- xii. Extreme religious inclination such as radicalization is not permitted.
- xiii. Staff washrooms, non-teaching and teaching staff compounds or any other designated are out of bounds to all trainees.

xiv. Fighting, use of abusive language, possession of drugs (such as bhang, marijuana, shisha, kuber, mirraa (khat)), changaa, busaa, being drunk and disorderly in the Institute premises and stealing are prohibited.

Criminal Offences

- i. The Institute has no right of exclusive jurisdiction over its trainees in criminal matters and other offences covered by law.
- ii. 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:
 - Offensive SMS and Cyber crimes
 - Being drunk and disorderly
 - Drug abuse/possession of illegal brew
 - Drug trafficking
 - Fighting (Affray)
 - Possessions of dangerous weapons e.g. daggers, arrows, guns etc.
 - Assault causing bodily harm
 - Arson, attempt to commit arson or attempt to destroy or damage property
 - Theft and other related offences e.g. robbery and extortion
 - Unauthorized picketing, rioting. Obstruction to perform duty
 - Organizing unlawful demonstrations/processions/incitement
 - Rape or attempted rape
 - Kidnapping/abduction, detentions
 - Sexual harassment, indecent assaults, defilement
 - Impersonation and false pretenses
 - Forgery, fraud, counterfeiting
 - Illegal/unlicensed trade e.g. hawking
 - Trespass
 - Aiding suicide and attempting suicide
 - Concealing birth, killing of unborn child and abortion
 - Subversion/treason
 - Murder, manslaughter
 - Notwithstanding any action that may be taken by the police under the forgoing paragraph, the Institute may take independent disciplinary measures for both in and outside campus.

Enforcement

- i. These Rules and Regulations Governing the Conduct and Discipline of Trainees are applicable to all trainees registered in the Institute for all programmes of Study as determined by the Academic Committee.
- ii. All trainees are required to read and sign the Declaration of Undertaking provided with the rules and regulations in the joining instructions as in form SIT/ REG/OOA.



Principal/Secretary, Board of Governors