



MUKURWE-INI TECHNICAL TRAINING INSTITUTE

TRAINEES' RULES AND REGULATIONS

TABLE OF CONTENTS

1.0 Preamble	3
2.0 General Rules and Regulations.....	3
3.0 Disciplinary Procedures.....	4
4.0 Penalties	5

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES OF THE INSTITUTE

1.0 Preamble

- 1.1. These rules and regulations are formulated in accordance with the provisions of the Education Act (Cap 211 Laws of Kenya), whose objective and purpose is to provide control, governance and administration of trainees of Mukurwe-ini Technical Training Institute.
- 1.2. The regulations shall come to effect on January 2016 and shall be binding upon every student of Mukurwe-ini Technical Training Institute, upon registration and so long as such student remains registered.
- 1.3. These rules and regulations shall apply with respect to the conduct of trainees within and so far as applicable outside the institute.
- 1.4. (a) Before admission, every trainee shall be required to read these regulations and to sign the declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
(b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
- 1.5. For the purpose of these regulations, the term 'trainee' means and includes; any person who has been formally admitted to a course of study within the institute.
- 1.6. The institute reserves the right of admission;
- 1.7. The institute reserves the right to revise these rules and regulations without prior notice.

2.0 General Rules and Regulations

Indiscipline will not be tolerated by the institute and will lead to disciplinary action against the offender.

- 2.1 Despite the fact that there is no defined uniform for the institute, trainees shall be required to dress modestly at all times. No use of caps, marvins, rugged jeans, shorts, miniskirts, crocs, slippers, crop tops, backless tops, skin tights, sleeveless tshirts/lakers or any other related clothing that may be deemed not modest.
- 2.2 All trainees shall be required to produce a valid school ID at the gate before accessing the institute and as it may be required at any other time by any officer from the institute.
- 2.3 Student should 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 institute.
- 2.3 Punctuality must be observed strictly at all times in all scheduled activities.

- 2.4 Silence should be observed within and around the lecture rooms at all times.
General assemblies will be conducted at least three times in a term as scheduled. All trainees are expected to attend.
- 2.5 Except for a valid reason, attend all lectures, seminars, meetings, practical and other scheduled courses for instructions.
- 2.6 There is one main entrance to the institute. All others are prohibited.
- 2.7 Trainees will be expected to clean the workshops and may be called upon to assist in other activities within the institute.
- 2.8 Once enrolled, one must be prepared to work hard in his/her studies.
- 2.9 Smoking, gambling, consumption of alcohol and use of illegal drugs and even possession and hawking of such substances is prohibited in the institute;
- 2.9.1 Trainees should obtain a leave out permit from the deputy principal when moving out of the institute for more than one day. In all other cases the trainees should obtain permission from duty master/class teacher.
- 2.9.2 Correspondences to any external agency from an individual, clubs, societies or any other group of trainees must be done through the principal.
- 2.9.3 Use of mobile phones during scheduled activities and classes is prohibited.
- 2.9.4 Cheating in examinations under any circumstances is a serious offence.
- 2.9.5 Assault, issuance of threats or use of abusive language to other trainees, members of staff and members of the public is a serious offence.
- 2.9.6 Any attempt to convene, organize or participate in an illegal demonstration, gathering or procession is prohibited.
- 2.9.7 Trainees are expected to take care of personal properties.
- 2.9.8 The staffroom is out of bound for all trainees unless special permission is obtained from the relevant authorities.
- 2.9.9 Visitors are not allowed into the institutes workshops or laboratories without permission from the principal or deputy principal. visitors should meet trainees during tea break ,lunch break and after evening classes
- 2.9.10 Misuse, willfully damage or destruction of institute property in default by a student or group of trainees shall bear full responsibility thereof.
- 2.9.11 A photo/media/personal information taken during the institute's activities can be used for official purposes by the institute.
- 2.9.12 Not to use the name of Mukurwe-ini Technical Training Institute either as an individual, club, society or student organization without prior written approval from the principal.

3.0 Disciplinary Procedures

- 3.1 In the event of any act of indiscipline, an immediate Disciplinary action shall be taken by any officer authorized by the institute Administration, and reported to the Disciplinary committee thereafter.

- 3.2 For further disciplinary action, the matter shall be reported and dealt with by the disciplinary committee.
- 3.3 All appeals against the decisions of the disciplinary committee shall be made to the Principal.
- 3.4 The Principal may refer the matter to the BOG for further disciplinary action.
- 3.5 The decision of the disciplinary committee shall be communicated to the student and the Principal.
- 3.6 Trainees may be suspended without any written warning if the behavior is considered dangerous to wellbeing of the community.

4.0 Penalties

4.1 The disciplinary committee shall have power to recommend one or more of the following penalties;

- 4.1.1 Verbal warning by an authorized officer;
- 4.1.2 Letter of warning or reprimand;
- 4.1.3 Apology letter and commitment letter by the accused.
- 4.1.3 The payment of damage commensurate with nature and gravity of the offence Committed.
- 4.1.4 Suspension from the institute for a period of not more than 14 days.
- 4.1.5 Withdrawal of certain services.
- 4.1.6 Handing over the matter to the police in case of criminal offenses.

Trainees Name:..... **Adm No:**.....

Course:.....**Signature:**..... **Date:**.....