

MATHIOYA TECHNICAL AND VOCATIONAL COLLEGE



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Motto: "Hands on Skills for Self-Reliance"



RULES AND REGULATIONS FOR STUDENTS

PREAMBLE

The primary objective of Mathioya Technical and Vocational College is to facilitate the development of Skills and Technology among Kenyans. To achieve this primary objective, there is need to have a good training environment devoid of any distracting factors. Mathioya Technical and Vocational College community would therefore wish to establish an atmosphere of mutual respect, confidence and understanding among its members.

The following rules and regulations have been drawn to enable us achieve the above objectives. It is with this background of understanding that all the students of Mathioya Technical and Vocational College are advised to follow the rules and regulations for their own good.

We submit that Mathioya Technical and Vocational College administration and the teaching fraternity will enforce the following rules and regulations fairly and consistently.

Mathioya Technical and Vocational College is a mixed day technical training college

Nb: accommodation is available within the neighborhood

1. DAILY ROUTINE.

All students are required to observe the College daily routine to enhance harmony in the activities. This will be dictated by the prevailing timetable.

2. LECTURES

Attending to lectures is compulsory for all students unless with written permission from the HOD. Any student found having failed to attend lectures will be sent to bring the parent or guardian and served with a warning letter. Any student who does not attend more than 75% of the lectures will not be allowed to sit for the exams. All students are required to report to the College on the first day of the term.

3. LEAVE OUT

Students wishing to be away during the week days will be required to get a leave-out from the respective HOD, and report back to the same HOD. Any student, who leaves the College unofficially, will do so at his/her own risk, and the College will not concede to any liability arising thereof.

4. WORKSHOPS & OTHER SPECIAL ROOMS

All students will be required to observe the safety rules and regulations in their respective workshops as issued by the HOD's or the in charge i.e. technician. Any student who breaks or loses a laboratory or a workshop item will be required to replace it immediately and within the same term.

5. COLLEGE PROPERTY

- (i) No furniture meant for specific venues i.e. classes, dinning hall, offices, lab or workshops should ever be taken out. Any student found with misplaced furniture will be suspended for two weeks and expelled from the hostels.
- (ii) Any student who breaks any of the items will be required to replace or repair. Any intentional breaking will result to suspension from the college.
- (iii) Any broken item must be reported to the administration as soon as it is noticed. Failure to report any broken item will result to being charged for replacement or repair.
- (iv) All borrowed items (if any) must be returned in good order. Damaged items will be repaired or replaced by the borrower.
- (v) Electrical systems should not be interfered with and no illegal connection should be done. Any student found with such a connection will be suspended
- (vi) Lecture rooms must be kept clean and tidy at all times by the occupants.
- (vii) Students are required to report any problem arising in their classes to the respective head of departments (HOD'S) or the office.

6. COLLEGE COMPOUND

- (a) Anti-Social Behaviour like smoking, being drunk and disorderly, being in possession of or consumption of unprescribed drugs is prohibited. Harassment, indecent dressing and any other immoral behaviour will not be tolerated. Drastic measures will be taken according to nature of crime.
- (b) All students are required to respect one another, the teaching staff and non-teaching staff, the college's and other students' property. Those who steal, lose or damage College or other peoples' property will be required to replace them and other disciplinary measures may be taken against them.

7. OUT OF BOUNDS

- (a) The staff-washrooms and the staff room are out of bounds to all students.
- (b) Students must use the main gate to access the College. Use of any other venue will result to disciplinary measures being taken against one i.e. buying a roll of barbed wire.

8. TRIPS

Students will not be permitted to go out of the College in groups i.e. Clubs or societies without being accompanied by a teacher/patron while on trips. Students on trip will be required to display good behaviour and respect to their lecturers and the people in the places they visit. Misconduct like drunkardness, refusal to take orders from lecturers and deliberate delays will lead to canceling of future trips and other disciplinary measures taken

as deemed necessary. Any student who fails to return to the vehicle used for the trip fifteen minutes after the agreed time will be left to come back on his/her own. The College will therefore not concede to any liability arising thereof.

9. GROSS MISCONDUCT

Any Gross Misconduct e.g. stealing, fighting, incitement or any infamous conduct i.e. rape and others will lead to suspension from the College, pending the decision of the B.O.G.

10. VISITORS

All visitors will be required to register themselves at the gate with the security officer and then seek permission from the office before seeing the student.

11. ENVIRONMENT

Students are encouraged to keep all rooms and surrounding tidy. Keep litter in the prescribed place. .

12. LANGUAGE POLICY

All students are required to communicate in English or Kiswahili while in the College to enhance national unity and improve their command of the two languages. However, official communication must be English.

13. LIBRARY

The rules in the library have to be strictly followed to allow efficient services to be offered. The librarian has the authority to withdraw or refuse library services to a student who disregards the library rules and regulations.

14. MEDICAL ATTENTION

Any student requiring medical attention will be required to make their own arrangement since the college has no medical facility for now.

15. COLLEGE ASSEMBLIES

All students will be required to attend assemblies either at the College, departmental or class level without fails. Any student found absent from assemblies such as are organized by the Principal, Deputy Principal, HOD, Lecturer on duty, Dean of students etc without any valid reason will be construed to have disobeyed the College authority and will be liable to disciplinary measures being taken against him/her.

16. Other rules and/or regulations should be followed as per stipulated in the academic policy or any statutory document.

NOTE:

The above rules and regulations may be revised from time to time without consulting the students. All students are to adhere to all the above rules and regulations, failure to which will lead to punishment commensurate with the magnitude of the offence committed.

This document must be duly filled and submitted by every student joining the College, having been signed by the parent/guardian/sponsor. One will not be a bona fide student of the College before filling and submitting this document.

STUDENT'S DECLARATION

..... ID No..... of
Course..... agree to abide by all the above
rules and regulations in force and any punishment that is prescribed on defiant.

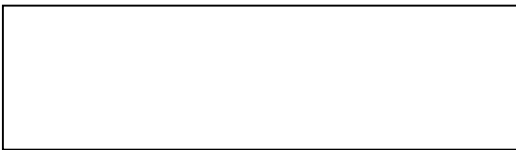
Signature of student.....ID No.....

Name of Parent/Guardian/Sponsor.....

Signature of Parent/Guardian/Sponsor.....

ID No.....

Signature of Principal..... Date.....



College Stamp