

THE NYERI NATIONAL POLYTECHNIC



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POLYTECHNIC

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Nyeri, Kenya.

RULES AND REGULATIONS FOR STUDENTS

PREAMBLE

The primary objective of The Nyeri National Polytechnic 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. The Nyeri National Polytechnic 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 understanding that all the students of The Nyeri National Polytechnic are advised to follow the rules and regulations for their own good.

We submit that The Nyeri National Polytechnic administration and the teaching fraternity will enforce the following rules and regulations fairly and consistently.

1. DAILY ROUTINE.

All students are required to observe the Polytechnic's 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 Polytechnic on the first day of the term.

3. DAY SCHOLARS

It will not be automatic for a student to secure a place in the boarding section, and the Polytechnic administration has the authority to deny a student a place, as it may deem necessary.

4. 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 Polytechnic unofficially, will do so at his/her own risk, and the Polytechnic will not concede to any liability arising thereof.

5. HOSTELS

The respective hostel occupants will draw up a duty roster for cleaning the hostels.

6. 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.

7. BOARDING RULES

(a) Hostel

- (i) No student will be admitted into the boarding before clearing the college fees in full.
- (ii) Students will be assigned a specific hostels, rooms and beds, which will have been numbered and registered on admission to the boarding. Students will be required to keep their assigned hostels, rooms and beds. Any student found having transferred from the assigned position without the authority from the office will be expelled from the hostels.
- (iii) Male students are strictly prohibited to visit female students in the hostels and vice versa. Any student found with a visitor either of the same sex or opposite sex will be expelled from the hostels and suspended from the Polytechnic pending the decision of the Polytechnic's Council.

(b) House Keeping Rules.

- (i) No furniture meant for specific venues i.e. classes, dinning hall, offices, lab or workshops should ever be taken to the hostels. Any student found with misplaced furniture will be suspended for two weeks and expelled from the hostels.
- (ii) It will be the responsibility of the students' to take care of their beds and other hostel furniture. Any student who breaks any of the items will be required to replace or repair. Any intentional breaking will result to expulsion from the hostel and suspension from the Polytechnic.
- (iii) Any broken item must be reported to the matron 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 expelled from the hostels (boarding).
- (vi) Cubicles must be kept clean and tidy at all times by the occupants.
- (vii) Students are required to report any problem arising in their hostels to the respective head of hostel (HOH) or the office.

8. DINNING HALL (CATERING) RULES

- (i) The kitchen is out of bound to all students including student leaders.
- (ii) Students are required to strictly adhere to meals timetable. No student has the right to demand for any meal after the official serving time.
- (iii) Special diet within the financial limitations of the Polytechnic will only be served to those with a medical recommendation.
- (iv) Meals must be taken inside the dinning hall.
- (v) Students should observe cafeteria system during meal times i.e. **all must queue.**
- (vi) Complaints should be channeled through the student leaders.
- (vii) No other items other than normal cups and plates will be allowed in the dinning hall.
- (viii) Use of vulgar or disrespectful language on the kitchen staff or failure to obey dinning rules will result to expulsion from the hostels/or dinning hall services being withdrawn.

9. POLYTECHNIC 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 Polytechnic's and other students' property. Those who steal, lose or damage Polytechnic's or other peoples' property will be required to replace them and other disciplinary measures may be taken against them.

10. OUT OF BOUNDS

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

11. TRIPS

Students will not be permitted to go out of the Polytechnic 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 Polytechnic will therefore not concede to any liability arising thereof.

12. GROSS MISCONDUCT

Any Gross Misconduct e.g. stealing, fighting, incitement or any infamous conduct i.e. rape, and visiting the hostels of the opposite sex will lead to suspension from the Polytechnic, pending the decision of the Polytechnic's Council.

13. 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.

14. ENVIRONMENT

Cleaning

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

15. LANGUAGE POLICY

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

16. 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.

17. DISPENSARY/MEDICAL ATTENTION

Any student requiring medical attention is free to seek assistance at the Polytechnic dispensary. The Polytechnic dispensary is open for all students for three days a week i.e. Monday, Wednesday and Friday. Students are advised to make good use of the facilities.

18. POLYTECHNIC ASSEMBLIES

All students will be required to attend assemblies either at Polytechnic, 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 the Polytechnic's authority and will be liable to disciplinary measures being taken against him/her.

19.

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 Polytechnic, having been signed by the parent/guardian/sponsor. One will not be a bona fide student of the Polytechnic before filling and submitting this document.

STUDENT'S DECLARATION

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

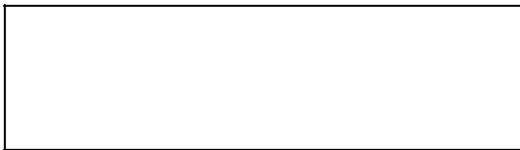
Signature of student.....ID No.....

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

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

ID No.....

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



Polytechnic Stamp