



GENERAL INFORMATION

1. CO- CURRICULAR ACTIVITIES

The Polytechnic encourages Trainees to fully participate in co-curriculum activities. There are many clubs and societies and all Trainees must belong to one or more clubs and societies provided their meeting times do not coincide. There are also many games and other sporting activities in the Polytechnic. Trainees are therefore encouraged to participate.

There is an active Trainees welfare body whose officials (Councilors) are democratically elected. All Trainees are members of this body. The Councilors play a major role in the Trainees' welfare. The Trainees should respect them as their choice of leaders.

2. COURSE TEXTBOOKS & TOOLS.

The Polytechnic will provide textbooks necessary for your courses through the library services. These books are not enough for all. Trainees are therefore, requested to bring some textbooks relevant to their courses of study. Some of the textbooks and tools are listed in the enclosed list (as recommended by the respective departments).

3. OTHER TRAINING MATERIALS

(a) Writing materials.

The Polytechnic will not provide writing materials e.g. notebooks, exercise books or foolscaps. Trainees are requested to purchase enough materials before they report. In addition to the training materials, secretarial Trainees should purchase a ream of A – 4 plain papers (white) for typing.

(b) Games and Sports

Games and sporting activities are seriously taken in the Polytechnic. For effective participation of games, please bring appropriate games uniform and rubber/canvas shoes.

4. OTHER PERSONAL EFFECTS

Those opting for the Polytechnic's hostels will be required to have the following: -

- A mattress 2" wide and 6ft long.
- A pair of bed sheets.
- A pillow and a pillowcase.
- 2 or more blankets (Nyeri can be cold).
- Personal clothes.
- A plate, spoon and a cup
- Laundry and bath soap.
- A lessso (Ladies).

NB: The Polytechnic only provides a bed.

5. PHOTOGRAPHS

Three passports size photographs recently taken should also be brought on admission.

6. MEDICAL CERTIFICATE

A blank form for medical examination is enclosed. Please bring it on admission dully filled by a government doctor, to certify that you are medically fit to be a Trainee.

7. EXAMINATIONS

The National Examination will be set by The Nyeri National Polytechnic (NNP) or any other examining body. The internal examinations set by the Polytechnic will be taken seriously. Any trainee performing poorly may be barred from proceeding or altogether discontinued from the course. Referrals are only up to a maximum of **any two** subjects; above that, the overall result is fail.

8. POLYTECHNIC RULES AND REGULATIONS

There are basic rules and regulations to be observed by all training Trainees as basis for good routine and harmony necessary for peaceful pursuit of both training and learning. All Trainees are required to familiarize themselves with the same and adhere to them strictly, Failure to which appropriate disciplinary action will be taken.

9. TRAINEES, PARENTS/GUARDIANS RECORD FORM

A blank form for Trainees is enclosed. Please read it thoroughly and fill in the blanks as comprehensively as possible and sign the relevant areas accordingly.

10. When reporting, you should bring originals of Certificates or Result slip, National Identity Card, Birth Certificate and School-leaving certificates for identification, to be given back after verification.

NB: The applicant should ensure that he/she has read and understood all the information contained in these instructions.

We look forward to meeting you on the above specified date and wish you a successful stay with us.


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THE NYERI NATIONAL POLYTECHNIC
NNP/REG /S T U D E N T, P A R E N T S / G U A R D I A N S
R E C O R D F O R M

(Fill and sign this form before admission)

ADM. No.....

- 1 Surname _____ Other names _____
- 2 Date of birth _____ Id/Card No. _____ Tel _____
Age _____
- 3 KCSE/KACE Index No (Any other-) _____ YEAR _____
- 4 Results Mean Grade _____ Level _____
- 5 School attended _____
- 6 Course admitted to take _____
- 7 Religion _____ Denomination _____
- 8 (a) Father's (or Guardians) Name _____
Address _____ Location _____
Tel. No. (If any) _____
Profession _____
- (b) Mother's Name _____
Address _____
Profession _____
Home (Permanent Address) _____ Location _____
Tel. No. (If any) _____
- (c) Who pays your fees? _____ Relation _____
- 9 Number of children in the family _____
Boys and _____ girls, and I am in the _____ position. Ages from _____
To _____
- 10 Write names, sister or brother, and where they are, either in school (name the schools) or working, indicate where.
- | | NAME | Brother/Sister | Place |
|----|-------|----------------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
- 11 Games or athletic race most interested in order of interest
- (a) _____
- (b) _____
- (c) _____

12 Level of participation of any activity in the previous school.

- (a) National _____
- (b) Provincial _____
- (c) District _____
- (d) Divisional _____
- (e) Locational/Zonal _____
- (f) Inter-house _____

13 Has any riot (strike) taken place in your previous school during your study there? Yes/No

(a) If yes, what were the grievances?

(b) What part did you play?

14 (a) The information given above is true to the best of my knowledge.

(b) I promise if admitted to work hard and never to participate in any riot or strike that may be organized in the Institute.

(c) I also promise to respect the property of my fellow Trainees, Trainers, institute and that of the public for as long as I will stay here as a Trainee.

Signature _____ Date _____

Witnessed by Parent/Guardian.....Sign.....

I.....being the parent/guardian of
.....commit myself to meet all
financial and/or any other obligations as demanded by the institution. ID.NO.....

Sign:.....Date:.....

THE NYERI NATIONAL POLYTECHNIC
P.O. BOX 465-10100, TEL: +254 724 47749
NYERI

NNP / REG / CERTIFICATE OF MEDICAL EXAMINATION

1. Name of Candidate
- Date of Birth
2. Area to be examined medically
- (i) Vision
 - (ii) Hearing
 - (iii) Speech
 - (iv) Posture
 - (v) Physical defects/deformities, if any
 - (vi) Symptoms of any infectious disease.
 - (vii) Women Trainee
- Is the candidate pregnant?

IMPORTANT NOTE:

According to standing Polytechnic regulations, expectant trainees will be discouraged from seeking Polytechnic hostels.

3. CERTIFICATE

I, Doctorhave on this date
.....examined
and found her/him, fit/not fit for training course as a

Signature.....

Designation

Address

.....

Date

(OFFICIAL STAMP OF M.O.H.)

RULES AND REGULATIONS FOR TRAINEES

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 Trainees of 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 Trainees 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 Trainees unless with written permission from the HOD. Any Trainee found having failed to attend lectures will be sent to bring the parent or guardian and served with a warning letter. Any Trainee who does not attend more that 75% of the lectures will not be allowed to sit for the exams. All Trainees are required to report to the Polytechnic on the first day of the term.

3. DAY SCHOLARS

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

4. LEAVE OUT

Trainees 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 Trainee, 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 Trainees 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 Trainee 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 Trainee will be admitted into the boarding before clearing the college fees in full.
- (ii) Trainees will be assigned specific hostels, rooms and beds, which will have been numbered and registered on admission to the boarding. Trainees will be required to keep their assigned hostels, rooms and beds. Any Trainee found having transferred from the assigned position without the authority from the office will be expelled from the hostels.
- (iii) Male Trainees are strictly prohibited to visit female Trainees in the hostels and vice versa. Any Trainee 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 Council.

(b) House Keeping Rules.

- (i) No furniture meant for specific venues i.e. classes, dining hall, offices, lab or workshops should ever be taken to the hostels. Any Trainee found with misplaced furniture will be suspended for two weeks and expelled from the hostels.
- (ii) It will be the responsibility of the Trainees' to take care of their beds and other hostel furniture. Any Trainee 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 Trainee 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) Trainees 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 Trainees including Trainee leaders.
- (ii) Trainees are required to strictly adhere to meals timetable. No Trainee 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) Trainees should observe cafeteria system during meal times i.e. **all must queue.**
- (v) Complaints should be channeled through the Trainee leaders.
- (vi) No other items other than normal cups and plates will be allowed in the dining hall.
- (vii) Use of vulgar or disrespectful language on the kitchen staff or failure to obey dinning rules will result to expulsion from the hostels/or dining hall services being withdrawn.

9. POLYTECHNIC COMPOUND

- (a) Anti-Social Behaviour like smoking, being drunk and disorderly, being in possession of or consumption of un-prescribed 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 Trainees are required to respect one another, the teaching staff and non-teaching staff, the polytechnic's and other Trainees' 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 Trainees.
- b) Trainees 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

Trainees will not be permitted to go out of the polytechnic in groups i.e. Clubs or societies without being accompanied by a Trainer/patron while on trips. Trainees on trip will be required to display good behaviour and respect to their Trainers and the people in the places they visit. Misconduct like drunkardness, refusal to take orders from Trainers and deliberate delays will lead to canceling offuture trips and other disciplinary measures taken as deemed necessary. Any Trainee 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 Trainee.

14. ENVIRONMENT

Cleaning

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

15. MEDIA CONSENT

I shall authorize the use publication, reproduction, modification, distribution, and public exhibition without limitation for promotional and marketing materials to be used by the **Nyeri National Polytechnic** including but not limited to its website, social media platforms, in whole or in part, without restrictions or limitation at NNP's own discretion.

16. LANGUAGE POLICY

All Trainees 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.

17. 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 Trainee who disregards the library rules and regulations.

18. DISPENSARY/MEDICAL ATTENTION

Any Trainee requiring medical attention is free to seek assistance at the Polytechnic dispensary. The Polytechnic dispensary is open for all trainees for all the days of a week. Trainees are advised to make good use of the facilities.

19. POLYTECHNIC MEETINGS

All Trainees will be required to attend meetings either at Polytechnic, departmental or class level without fails. Any Trainee found absent from meetings such as those organized by the Principal, Deputy Principal, HOD, Trainer on duty, Dean of Students etc. without any valid reason will be construed to have the polytechnic authority and will be liable to disciplinary measures being taken against him/her.

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 Trainees. All Trainees 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 Trainee joining the polytechnic, having been signed by the parent/guardian/sponsor. One will not be a bona fide Trainee of the polytechnic before filling and submitting this document.

TRAINEE’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 Trainee.....ID No.....

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

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

ID No.....

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

