



MASINGA TECHNICAL AND VOCATIONAL COLLEGE

EXCEL IN TECHNOLOGY
P.O.BOX 181 – 90141 MASINGA
Tel: +254 746 327 094
Email: info@masingatechnical.ac.ke
Website: www.masingatechnical.ac.ke



RULES AND REGULATIONS FOR TRAINEES

INTRODUCTION

These rules and regulations are applicable to all trainees in Masinga Technical and Vocational College (Masinga TVC).

RATIONALE FOR HAVING THE RULES AND REGULATIONS

1. In any community where people are living together and sharing common facilities and aspirations, it is necessary for the benefit of all, to establish a code of conduct and ethics that will enable its members to enjoy their rights and privileges and proper co-existence.
2. Masinga TVC is a community consisting of future leaders who are expected to observe, among others, the following rules and regulations in an effort to mould them into responsible citizens.
3. Masinga TVC aspires to set high professional goals. This shall be achieved through the application of knowledge, skills and positive attitude .
4. All trainees are therefore required to endeavour, to achieve and maintain these goals in order to improve those aspects which reinforce a high standard of professionalism and conduct
5. As part of this community, you are specifically required to take care of the college tools, equipment and facilities as well as set a high standard of moral behaviour, cleanliness, diligence and orderliness.

SPECIFIC RULES AND REGULATIONS FOR TRAINEES

1. DRUG TRAFFICKING, SELLING AND CONSUMPTION

Selling, Smoking or use of any form of drug which include but not limited to cannabis (bhang, edibles), nicotine (cigarettes, vapes, pouches), Khat (miraa etc) is prohibited within the college premises.

2. ALCOHOLIC BEVERAGES

Consumption of alcoholic drinks within the college is not allowed. Trainees found under the influence of alcohol will face disciplinary actions.

3. CLASS ATTENDANCE

Attendance of classes and other scheduled tuition activities is **COMPULSORY**. Punctuality is essential. Lateness to class will not be tolerated. Leave of absence of 3 lessons or less may be given by the Head of Department. For any absence of more than 3 times, trainees must obtain written permission by filling in the leave-out form available at the Dean of Students' office.

4. EXAMINATIONS

Trainees are expected to work hard and pass their exams. Failure to which they will be expected to sit for **supplementary exam at their own cost**. Trainees who fail stage examination or modules are expected to repeat the class.

Failure to sit for exam and exam cheating will attract disciplinary action as per the college Academic Policy.

5. ASSAULT

Assault is a criminal offence and it is therefore strictly forbidden to fight within the college. Any such acts will attract severe punishment. The Board of Governors and/or the law enforcement authorities (Police) may be involved.

6. STEALING

All trainees should respect each others property. If you are found to have stolen or handling a stolen property you will be subjected to compulsory compensation of whatever is stolen and other serious disciplinary measures. The Board of Governors and/or the law enforcement authorities (Police) may be involved.

7. INSUBORDINATION

All trainees must respect all leaders in the college starting from the class representatives and the students' leadership council. Any form of disobedience will not be tolerated. All forms of authority in the college must be respected. Insubordination may lead to suspension or subsequent expulsion.

8. USE OF MOBILE PHONES AND EARPHONES

All trainees are not allowed to use mobile phones and earphones during training. Listening to music in the training halls when training sessions are in progress is prohibited because it cause disturbance to other trainees and staff.

9. IMMORAL BEHAVIOUR

Immoral behavior exhibited by the opposite sex such as kissing, caressing and other such sexual advances behaviors within the college premises is prohibited.

Lesbianism and Gayism practices are totally prohibited.

10. ATTENDANCE OF ASSEMBLIES AND OTHER MEETINGS

Attendance of all official assemblies and meetings including departmental meetings is **COMPULSORY**. MASINGA TECHNICAL AND VOCATIONAL STUDENT COUNCIL (MTVSCO) meetings are compulsory for members.

11. DRESSING

Trainees should dress decently at all times while in the college. Body cleanliness is vital.

For male trainees;

- Hair should be kept neat and beards shaved
- Should not wear vests that show bare chest
- Shirts should always be tucked in.
- Wearing hats/caps/goggles/slippers in classes and offices is prohibited

For female trainees;

- Should not wear 'tumbo' cut (exposing their belly and naval)
- Avoid wearing bare backs (exposing their backs)
- Wearing miniskirts with slits is not allowed (any skirt above the knee line with a slit)
- Should not wear see through clothes exposing body parts
- Dresses/blouse with neckline running down the chest more than four inches is not allowed

12. COLLEGE PROPERTY

- Trainees will be expected to respect college property and keep it in good condition to facilitate proper operation of college activities.
- All breakages and losses noticed will be replaced individually or collectively.
- Trainees who will be found with college property illegally will be suspended and reported to the police.

13. ILLNESS

All cases of illness that require medical attention while in college **MUST** be reported to the Dean of Students for issuance of a written permission of absence from classes or to seek medical attention.

14. GAMES AND SOCIETIES

Trainees are expected to participate in games, sports, clubs and societies, and any other extracurricular activities introduced in the college. The trainees must show high standards of commitment and discipline while performing these activities.

15. CHANNELS OF COMMUNICATION

- Correspondence with other Institutions or Corporations from the students' council or clubs **MUST** be submitted through the Dean of Students office
- External correspondence **MUST** be approved by the Principal
- College letterhead should not be used for private correspondence

16. FREEDOM OF WORSHIP

The college is non-denominational. Each trainee is free to practice his/her faith without violating the rights of others in doing so. Religious groups that wish to utilize college facilities must obtain the right of entry through the Dean of Students.

17. PERSONAL SECURITY

- Each trainee will be issued with a college identity card. The cost of replacement of lost or damaged student identity card will be met by the trainee. The names in the national ID should be identical to those in the student ID.
- All trainees are advised to carry their trainee identity card within and outside the college.
- While the college will make all attempts to provide security, the college will not be liable for the loss of personal belongings
- Security rules and regulations set by the Heads of Departments and college administration must be strictly adhered to.

18. INCLUSIVITY

The college has provided facilities that support People with disabilities(PWDs). PWDs within the college should be treated fairly.

19. SAFETY

Building

- In the case of fire incident in classrooms, offices and workshops ensure you escape through designated exit points to the fire assembly point. The trainees shall be guided on how to extinguish the fire.

Laboratory

- Any accident in the laboratory to be handled as per the stipulated safety regulations. Every trainee should familiarize themselves with the departmental safety policy.

Workshop

- Safety in the workshop should be observed by ensuring that you operate all machines under the guidance of the trainer.

20. WARNINGS

- Throughout the duration of your stay in the college, you will be expected to take your studies seriously and maintain good academic performance
- Breaking of the college rules and regulations and other misbehavior, may lead to a verbal or written warning and in severe cases, suspension or expulsion from the college.
- The academic policy shall be adhered to, a copy of which will be available at the library.

21. REPORTS

Any incident or major problem should be reported to the security officer, trainer on duty, Dean of Students, Deputy Principal or the Principal for the necessary action.

TRAINEE DECLARATION

IADMISSION NUMBER.....

NATIONAL IDENTITY CARD NUMBER.....

COURSE.....

**HAVE READ, UNDERSTOOD AND ACCEPTED TO ABIDE BY MASINGATVC
RULES AND REGULATIONS.**

SIGNATURE.....

DATE.....

CONFIRMED BY:

NAME.....

SIGNATURE.....

DATE.....

DEAN OF STUDENTS