

RIAMO TECHNICAL AND VOCATIONAL COLLEGE

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COLLEGE RULES AND REGULATIONS

1.0 INTRODUCTION

All trainees are enrolled on the strict understanding that they shall comply with these rules and regulations.

2.0 TRAINEES REGISTRATION

There will be free and compulsory termly on line activation for all continuing trainees within the first one week of opening. Failure to comply will lead to automatic deferment.

3.0 ATTENDANCE OF CLASS

Attendance of classes is compulsory. The acceptable percentage attendance is stipulated in the college academic policy. Failure to comply will lead to course requirement not met [CRNM]

4.0 EXAMINATION

4.1 *Internal exams*

4.1.1 All trainees must sit for internal examinations.

4.1.2 Any trainees involved in examination irregularity [i.e] will be suspended in accordance with the college academic policy.

4.2 *External exams*

All external exams will be conducted as per the requirements of the external examining bodies.

5.0 COLLEGE PROPERTY

5.1 Trainees must handle college property with utmost care. Trainees are only expected to handle college property on permission and strict supervision by concerned college staff. Any trainees who act in contravention and for damage, vandalizes or loses college property will be held responsible and will be surcharged the full replacement value of the item. Otherwise appropriate disciplinary measures shall be taken upon them and a general charge shall be imposed on all the concerned group of trainees.

- 5.2 Movement of college furniture, tools and equipment from their designated places [i.e] laboratories, workshops, offices, library, dining hall, canteen, stores and staffroom] without valid permission is strictly prohibited.

6.0 DRUG AND SUBSTANCE ABUSE.

- 6.1 Alcohol, drug or substance abuse is strictly prohibited.
- 6.2 No trainees shall possess, handle or sell licit or illicit alcohol, drugs or substances within the college premises. Such trainees may be served with a warning or be suspended for a maximum of two weeks and/or be handed over to the police.
- 6.3 Any trainees found to be nuisance as a result of taking alcohol, drugs or substances may be served with a warning or be suspended for a maximum of two weeks and/or be handed over to the police.

7.0 HAWKING

No trainee is allowed to hawk within the college, failure to comply will lead to a maximum of two weeks suspension and such goods shall be confiscated.

8.0 FIGHTING

- 8.1 Fighting is strictly prohibited; any trainees found fighting, harassing or molesting another person will be suspended for a period not exceeding two weeks and/or handed over to the police.
- 8.2 Weapons and/or offensive paraphernalia are not allowed in the college compound. Any trainees found in possession of the above will be suspended for a period not exceeding two weeks and/or handed over to the police.
- 8.3 Trainees shall not have any association with criminal activities such as incitement, unruly behavior and/or criminal gangs. Such trainees shall be reported to the police and college shall take appropriate disciplinary action.
- 8.4 No public/guest speakers can address trainees or staff without written permission from the principal, lest they be considered trespassers. Trainees who invite such speakers will be served with a warning or be suspended for a maximum of two weeks and/or be handed over to the police.
- 8.5 No tribal or regional group meetings shall be held in college. If found, such trainees shall be reported to the police and appropriate disciplinary measures taken upon them.
- 8.6 No tribal, ethical literature, notices shall be displayed within the compound. If found the authors of such shall face disciplinary action.

9.0 CO-CURRICULAR ACTIVITIES.

Only bona fide trainees are allowed to participate/represent the college in co-curricular activities.

10.0 INTEGRITY

- 10.1 All trainees must conduct themselves with the highest level of integrity and honesty. Any trainees who are caught stealing or being involved in forgery or any criminal offence shall be suspended for maximum of two weeks and/or handed over to the police.
- 10.2 All trainees shall uphold respect for the teaching and non-teaching staff, visitors and fellow trainees.

11.0 DRESSING

- 11.1 Trainees shall dress decently at all times.
- 11.2 Workshop/laboratory or any other inappropriate attire should not be worn outside the designated areas.
- 11.3 Hats and caps shall not be worn in classrooms, offices, library and workshop and laboratories or at assembly meetings.

12.0 PREGNANCY

Expectant trainees will be allowed to carry their pregnancies to full-term and can attend classes.

13.0 GENDER AND DISABILITY

Riamo technical and vocational college does not discriminate against gender or trainees with disability.

14.0 CLEANLINESS

All trainees are expected to ensure cleanliness and tidiness in college rooms and compound.

15.0 ELECTRICAL FITTINGS AND APPLIANCES

- 15.1 Under no circumstances are trainees allowed to tamper with any electrical fitting or connect additional electrical appliances.
- 15.2 Trainees must not remove bulbs from corridors, ablution blocks or any other parts of the building.
- 15.3 All lights must be switched off when not in use.
- 15.4 Any trainees in contravention of [i] & [ii] above will be surcharged ten times the cost of replacement.

16.0 CLUBS & SOCIETIES

- 16.1 All trainees are free to join any registered clubs or society in the college.
- 16.2 Registration of any new club/society will be allowed provided its constitution is in harmony with the college rules and regulations.
- 16.3 Ethnic associations are not allowed and will not be registered in the college.

17.0 LIBRARY,WORKSHOPS AND LABORATORIES

The use of the library, workshops and laboratories shall be governed by their respective rules.

18.0 MEDICAL SERVICES

Currently the college does not offer any treatment. Those in need of specialized treatment will meet their own medical expenses.

19.0 AMMENDMENTS TO THESE RULES AND REGULATIONS

The principal, in consultation and with approval of the Board of Governors, reserves the right to change, add to, amend or otherwise vary these rules and regulations at any time without notice and in accordance with the relevant laws of Kenya.

N/B

Please acquaint with the Riamo TVC Academic Policy, Code of Conduct and other policies within the institution.

