



TRAINEES RULES AND REGULATIONS/CODE OF CONDUCT

1.0 INTRODUCTION

These Rules and Regulations are intended to guide trainees during their Training at this Institute and enable them enjoy their rights and privileges. The rules are applied to all trainees of MTVC on field trips or any other activities related to the Institute in any way at all times. They must be studied carefully and understood as contravening any one of them will result in disciplinary measures. For the Institute to achieve its goal as a training institution, all trainees are required to take care for its equipment's and facilities and set high standards of moral behavior, cleanliness, diligence and orderliness.

These rules and regulations take cognizance of the operational institute policies.

2.0 FEES

College fees must be paid as scheduled from time to time. No student will be allowed to attend lectures before payment of all fees as per schedule.

3.0 INSTITUTE PROGRAMMES

3.1 Academic Programmes

- i. Attendance of programmed lectures, field trips, seminars and practicals are compulsory.
- ii. It shall be an offence to interfere with any scheduled activity by any trainee.
- iii. All trainees shall comply with the contents of the academic policy in connection with class attendance and discipline during exams.

3.2 Co-curricular activities

Sports and Games, Clubs and Societies are an integral part of training and trainees will be required to take part. Trainees should adhere to all rules and regulations and policies while taking part in any of the activities within and without the institute.

Trainees will not be permitted to go out in groups i.e clubs or societies without being accompanied by a trainer/patron while on trips. Trainees will be required to portray good behavior and respect to trainers and the people in authority to places they visit.

3.3 Assemblies

Any meeting(s)/assemblies called by Management are compulsory for all trainees.

3.4 Medical

Every student takes full responsibility of his/her medical affairs and expenses

3.5 Worship

There shall be freedom of worship in the institute but limited to activities within the CSA, CU, SDA and Islam. Any worship that portrays cult-like or is cultic in nature **will not be allowed**.



4.0 STUDENT CONDUCT

- 4.1 All trainees must conduct themselves with the highest standards of integrity, morality and personal discipline and in particular respect the administrative structures in force.
- 4.2 Trainees are strongly discouraged against any disrespectful behavior and should strive to cultivate an amiable relationship amongst themselves and all members of Mabera TVC
- 4.3 Trainees are required to be decently dressed and presentable at all time and places within and without the Institute. Hats, Caps, Micro-minis, tight trousers, spaghetti tops, tumbo-cuts and slippers during lesson time are not allowed.
- 4.4 Possession and/or peddling of illegal drugs and being in possession of offensive weapons in the institute are strictly forbidden.
- 4.5 Any deal done without written agreement deposited in the office of the Dean of Students shall be null and void.

5.0 BOUNDS

The following areas are out of bounds to all students unless under supervision or with authority

- The offices
- The staffroom
- Workshops outside tuition hours

6.0 HEALTH AND HYGIENE

All students are required to keep their, lecture rooms, workshops and the institute compound in general clean and tidy. It shall be an offence to throw litter or waste items outside the dustbins provided.

7.0 INSTITUTE PROPERTY

- Damage or interference with electrical installations, fittings and machines is strictly forbidden.
- Damage to, loss of or breakage of institute property **MUST** be reported immediately to the administration or security. The cost of repairs and replacement will be made by the student concerned.

8.0 CHANNELS OF COMMUNICATION

Channels of communication will be as follows:

- i. Academics;-Class representative – H.O.D. – Registrar – D/Principal and Principal
- ii. Others; - Student representatives –Trainer on Duty– Dean of students – D/Principal and Principal.

9.0 CRIMINAL OFFENCES

The following are crimes under the laws of Kenya and any student found to have committed any of the listed offences may be reported to the police:

- i. Murder/Attempted murder
- ii. Rape or attempted rape



-
- | | |
|--|---------------------|
| iii. Drug trafficking | ix. Fraud |
| iv. Fighting/Bullying | x. Forgery |
| v. Drug/Substance abuse | xi. Incitement |
| vi. Drunkenness and disorderliness | xii. Theft |
| vii. Assault | xiii. Impersonation |
| viii. Organizing unlawful demonstrations / processions | xiv. Arson |

Any other behaviour or actions that contravene the laws of Kenya that is not listed above.

Note: Murder will lead to exclusion from the college while the other offences may earn a suspension which, if considered gross, will equally lead to exclusion from the college



MABERA
TECHNICAL
& VOCATIONAL
COLLEGE