



# SIGALAGALA NATIONAL POLYTECHNIC

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## RULES AND REGULATIONS (REVISED EDITION 2021)

The main objective of the following Rules and Regulations is to maintain a level playing ground for all the stakeholders of Sigalagala National Polytechnic; particularly for better administration, efficient and effective teaching, trainees' better performance and welfare.

These Rules and Regulations must be observed by all the trainees of this Polytechnic and as such, all trainees shall read and keep a copy of the same.

### TRAINEE

By definition, a trainee is that person who is registered as a learner to undertake an academic programme for a specified period of time in this Institution, and the eligibility to remain, as a trainee shall be revised on termly basis upon registration, reporting and adherence to trainee's Rules and Regulations, SNP Academic policy and the SPOSU Constitution.

#### A. CONDUCT OF TRAINEES

- (i) All trainees must conduct themselves with the highest standards of integrity, morality and personal discipline and in particular respect the administrative and management structures in force.
- (ii) All trainees must respect the rights, duties and privileges of all members of Sigalagala Community and portray themselves in all public places with humility and dignity that fits their status as responsible citizens of this country.
- (iii) **Dress Code:** All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent.

Trainees are not allowed to put on tight or revealing trousers/skirts/dresses, mini-skirts above the knee, and skirts with long slits; dresses/blouses with open necklines, bare backs, "tumbo-cuts", sagging trousers, pedal pushers, shorts or bulky trousers. Shirts, t-shirts and trousers with obscene wordings and/or expressions are not allowed. Hair styles should be neat and clean. Hairstyles in excessively bright colours e.g. purple, yellow, blue, red and white and mohork are NOT allowed. Male students are

not allowed to put on earrings and studs on one or both ears and on any other part of the body;  
hats/caps not allowed in classes and offices within the polytechnic.

**B. REGISTRATION/REPORTING/ADMISSION AND EXAMINATION**

- (i) Any trainee who is not in the class list prepared by the Head of Department and validated by the registrar shall be deemed not to have reported to the polytechnic in that particular term.
- (ii) Reporting for all continuing trainees should be within 14 days after official opening date.
- (iii) All the trainees should adhere to academic policy on examination.
- (iv) Deferment process shall be done within the first three weeks of opening failure to, the trainee will be surcharged the fees for the entire term.
- (v) Trainees must carry gate pass at all times and MUST produce on demand.

**C. ATTENDANCE OF LECTURES**

- I. Attendance of lectures, field trips/on site learning, seminars and practical's is compulsory.
- II. It shall be an offence to interfere with any SNP programme /activity by any trainee.
  
- III. All trainees shall be expected to comply with the contents of the academic policy in connection with academic programmes.
- IV. Mobile phones shall be switched off while in the learning environment. This includes lecture halls, workshops, library and organized trips.
- V. No mobile phones are allowed in the examination area during the examination.

**D. CRIMINAL OFFENCES**

- 1. The Polytechnic has no right of exclusive jurisdiction over its trainees in criminal matters and other offences covered by law.
- 2. All crimes and other offences under the laws of Kenya, (THE PENAL CODE CAP 63) shall be reported to police.
- 3. These shall include the following:
  - (i) Offensive SMS and Cyber crimes
  - (ii) Being drunk and disorderly
  - (iii) Drug abuse/possession of illegal brew
  - (iv) Drug trafficking
  - (v) Fighting (Affray)
  - (vi) Possessions of dangerous weapons e.g daggers, arrows, guns etc
  - (vii) Assault causing bodily harm
  - (viii) Arson, attempt to commit arson or attempt to destroy or damage property
  - (ix) Theft and other related offences e.g robbery and extortion
  - (x) Unauthorized picketing, rioting
  - (xi) Obstruction to perform duty
  - (xii) Organizing unlawful demonstrations/processions/incitement
  - (xiii) Rape or attempted rape
  - (xiv) Kidnapping/abduction, detentions

- (xv) Sexual harassment
- (xvi) Impersonation and false pretences
- (xvii) Forgery, fraud, counterfeiting
- (xviii) Illegal/unlicensed trade e.g hawking
- (xix) Trespass
- (xx) Aiding suicide and attempting suicide
- (xxi) Concealing birth, killing of unborn child and abortion
- (xxii) Subversion/treason
- (xxiii) Murder
- (xxiv) Manslaughter
- (xxv) Notwithstanding any action that may be taken by the police, the polytechnic may take independent disciplinary measures.

**E. CHANNELS OF COMMUNICATION**

Trainees shall be expected to go through the following channels of communication to air their grievances.

- (i) Academic grievances - class commissioner/Representative, Head of Department (HOD), Director Quality Assurance (DQA), Deputy Principal Academics and Trainee Affairs (DPATA).
- (ii) Welfare matters – students’ council, dean of students, deputy principal (DPATA).
- (iii) Correspondences to the administration by an individual trainee or an official of the trainees’ organization shall be signed by individual trainees.
- (iv) Writing and distribution of anonymous literature of malicious nature is a serious offence and punishable.
- (v) Advertising notices/posters shall be in approved designated notice boards and shall be subjected to approval by the Dean of Students office. However, those who are responsible shall remove such notices within three days after the advertised event takes place.
- (vi) Correspondence through letters by individual trainees or by official of the trainees’ organizations (including trainee societies) to matters pertaining to the Polytechnic shall be sent through the office of the Dean of Students and principal shall forward them appropriately.

**F. PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

- i.** It shall be an offence for any trainee while at the Polytechnic or any of its campuses to organize or participate in demonstration, processions, ceremonies, picketing or any other meetings for which due process has not been followed.
- ii.** In addition, any permits which shall be required by the law, permission to hold meetings in the polytechnic premises shall be given by the Dean of Trainees upon approval by the principal and a report made to Dean of Trainees and head of the Polytechnic security services.
- iii.** In any given academic year where the student council resists authority, organizes, participates, and fails to report strikes, fracas and mass indiscipline such shall stand dissolved.
- iv.** On dissolution as per G (iii) above, of the student council the Executive Commissioners headed by the General Executive Commissioner, shall be in-charge of student activities.
- v.** Trainees’ council dissolution as per G (iii) may last a minimum period of one term. However, the period may be extended to three years subject the general conduct of trainees. For the period when the trainees’ council is dissolved the student council vote shall be frozen for use by incoming council.

- vi. In subsequent student council elections trainees who were on the dissolved council as per G(iii) shall not vie for any posts.
- vii. Trainees on the student council shall be entitled to one trip per year.

**G. ACCOMMODATION**

- (i) All resident trainees shall be assigned into a particular hostel where he/she shall remain until otherwise re-allocated in writing.
- (ii) All resident trainees shall maintain good, mature conduct and use boarding facilities respectively. Any student found drunk/suspected to be drunk shall be removed from boarding.
- (iii) Any damage of furniture and any other fittings or loss of the same shall be made good by the concerned trainee(s).

**H. ABSENCE FROM THE POLYTECHNIC**

- (iv) Any trainee given accommodation by the Polytechnic and intends to be absent from the polytechnic shall obtain permission in writing from the Dean of Students. The polytechnic shall not be responsible for any eventuality involving a trainee who leaves the polytechnic without permission. Signatories of permission shall be HoD/Dean of Students/Deputy Principal Academics.
- (v) If any class rep/mayor(ress) notes the absence of his/her friend either in class or hostel for more than two days, the class rep/mayor(ress) shall be required to reported to the Dean of Students/HoD.

**I. CATERING (CAFETERIA)**

- i. All registered boarding trainees shall be expected to appear for their meals in the dining hall during the prescribed times only.
- ii. The kitchen and food stores are out of bounds to all trainees, unless authorized by the officer-in-charge.
- iii. While in the dining hall for meals, every student shall produce a valid meal ticket before food is served with civility, courtesy and responsibility at all times.
- iv. Boarders come with a plate, cup and spoon.
- v. All meals are taken in the Dining Hall.
- vi. Observe cafeteria system, all trainees must line-up for meals. Those who refuse to line-up will be removed from boarding.
- vii. Cooking in hostels and tampering with electrical wiring in hostels is prohibited.
- viii. The following areas are out of bounds to all trainees unless authorized to do so.
  - (b) Teaching and non-teaching staff houses and compounds.
  - (c) Guard rooms
  - (d) Power house
  - (e) Water reservoir
  - (f) Server room

- (g) Solar installation sites
- (h) All workshop areas outside tuition hours.
- (i) Female trainees' hostels are completely out of bounds for male trainees at all times and similarly female trainees are not allowed in the male trainees hostels.
- (j) Scaling over the polytechnic wall or interfering with it.

**J. HEALTH AND HYGIENE**

- (i) All trainees shall be expected to maintain a high standard of hygiene in their hostels, lecturer rooms, dining hall and the Polytechnic compound in general. It shall be an offence to throw litter or waste items outside the dust bins provided.
- (ii) Trainees who are sick shall seek medical attention for emergency cases at the Polytechnic dispensary.
- (iii) Sick trainees may only remain in the hostel with a written sick sheet from the Polytechnic nurse.
- (iv) All medical expenses are incurred by a trainee on referral to other health facilities in any term.
- (v) Trainees shall not be allowed to cook in the hostels or anywhere else in the Polytechnic. Any trainee found cooking in the hostel shall be made a non-resident.
- (vi) All trainees MUST adhere to Ministry of Health Guidelines.

**K. NOISE AND NUISANCE**

- (i) Trainees shall not at all create an unnecessary noise or behave in unruly manner to the disturbance or annoyance of other occupants, staff members and the surrounding Community.
- (ii) Any trainee found in the act of hooliganism and harassment of others, staff members and the surrounding community will have committed an offence and is punishable.
- (iii) No discos will be held on the compound.

**L. OTHER PROVISIONS**

- (i) Visitors are welcomed but must report to the security desk.
- (ii) **No** visitor is allowed to visit or sleep in the hostel.
- (iii) The following shall not be kept or carried by any trainees: weapons, chemicals, explosive devices, knives, sticks, metal bars or any other articles that may endanger the members of SNP community.
- (iv) Every trainee shall take reasonable care of the Polytechnic property and shall be held liable for loss or damage to any of the Polytechnic property on proof that the loss or damage has been caused by the trainee or group of trainees.
- (v) All trainees must take great care of their personal property. Although the Polytechnic has put security measures in force, it shall not be liable for any losses or damages to such personal property of trainees.

**(M) CONCLUSION**

- (i) The above Rules and Regulations serve as a guide to student conduct while at this institution and any breach of one of them shall be treated as an offence punishable as the Disciplinary Committees shall decide.
- (ii) A well-disciplined institution is not only credit to the members of staff, trainees and sponsors, but also a credit to the local community and nation at large.
- (iii) One has to learn to respect himself/herself and others before expecting to be respected.

**VISION, MISSION, MOTTO AND CORE VALUES OF THE POLYTECHNIC**

**Vision: “TO BE PREMIER TEACHING TRAINING, RESEARCH & INNOVATION INSTITUTION RELIED UPON BY THE INDUSTRY”.**

**Mission: “TO PROVIDE INNOVATIVE INDUSTRY RESPONSIVE TECHNICAL SKILLS TRAINING FOR SUSTAINABLE DEVELOPMENT”.**

**Motto: “SKILLS TO TRANSFORM LIVELIHOODS”.**

**CORE VALUES:**

- i. Accountability**
- ii. Efficiency**
- iii. Equality and Gender**
- iv. Good Governance**
- v. Integrity**
- vi. Professionalism**
- vii. Team Work**
- viii. Transparency**

I have read and understood the above Rules and Regulations. I commit to abide by them.

Trainees Name: .....Adm No. ....Signature..... Date.....

Phone..... Email.....

Guardian/Sponsors Name.....ID No.....Signature..... Date.....

Phone..... Email.....

**cc Student File**