



RIFT VALLEY TECHNICAL TRAINING INSTITUTE
P.O. Box 244 – 30100 Eldoret, Tel: 0704244244, 0733244240

RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE
AT RVTTI

PREAMBLE

To be able to benefit fully from our training and achievement of academic objectives, our guiding rule shall be **hard work, honesty and co-operation** among ourselves.

The following rules and regulations therefore are for the well being and security of RVTTI community. It is important that the security of all of us be guaranteed while in RVTTI. Freedom and equality is achieved through **DISCIPLINE**. No group of persons (Trainers, administration and non-teaching staff) can live tolerably together or pursue common objectives/goals, without self discipline.

A credit to RVTTI on the trainee's good performance and general conduct is a credit to trainees themselves first, later to the trainers and administration. Let us all abide by these rules and regulations for peaceful co-existence in RVTTI.

RULES AND REGULATIONS

1. All trainees must respect teaching and non-teaching staff.
2. All trainees must abide by rules and regulations of internal and external examination bodies.
3. Trainees must attend to all their lectures and practicals, unless officially exempted.
4. Any unauthorized assemblies (Kamukunjis) are not allowed whatsoever.
5. **Dress Code:** All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent. Students are not allowed to put on tight trousers/skirts/dresses, mini-skirts above the knee, and skirts with long slits; dresses/blouses with open necklines, bare backs, "tumbo-cuts", sagging trousers, peddle 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 during class, church, office and at all RVTTI functions should not be worn; Dreadlocks and braided hair for male students is **PROHIBITED**.
6. All waste materials **MUST** be disposed of in appropriate dustbins.



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7. All hostel rooms, classrooms, workshops, laboratories etc, must be kept clean and tidy, at all times.
8. Trainees are **NOT** allowed to receive visitors or telephone calls during class hours; **Note: ALL** cell phones must be switched off during lectures and examination session.
9. Trainees **SHOULD NOT** allow visitors into the hostels.
10. Trainees visitors are not allowed in the compound between 6.00 p.m. and 6.00 a.m. (night hours)
11. Vehicles are **NOT** allowed in the hostel and workshop areas. They should be parked in the visitor's car park.
12. Every trainee is encouraged to participate in games, clubs and societies.
13. **NO** sick trainees shall remain in the hostel without authority. Emergency cases will be attended to by the institutes nurse at all times. The institute shall rely on the opinion of the nurses and the visiting doctor in determining whether a trainee requires further treatment outside the institute or not.
14. The students Council will be responsible for the discipline of trainees during meals time and any other official functions within the Institute. All trainees **MUST** respect the direction/instruction given by their councilors at all times.
15. Every boarding trainee **MUST** produce a meal card before she/he is served. **Meal cards are not transferable.** All meals **MUST** be eaten in the dining hall unless otherwise specified.
16. Under no circumstances will trainees be allowed into the kitchen other than the councilors on duty.
17. All boarding students are expected **check in the compound by 8.00 p.m.** on daily basis unless they are out of the compound officially under the guidance of respective lecturers.
18. No trainee is allowed to misuse the Institute's facilities e.g.
 - i) Tapping power from unauthorized source
 - ii) Entry and exit through windows
 - iii) Vandalism of any of the Institute's Property and any other Person's property
19. Visits to student rooms of residence by members of the opposite sex are **PROHIBITED.** Sexual immorality in hostels or in any part of the institute is **not allowed.**
20. Female trainees will **NOT BE ALLOWED** to carry pregnancies in the course of their training. Any trainee who becomes pregnant should apply for maternity leave through their respective HODs.





- 21. Abortion is a **CRIMINAL** offence and any trainee found to have procured, attempted to procure or attempting to procure an abortion shall be handed over to the law enforcement agencies.
- 22. Trainees should NOT be involved in;-
 - i) Cheating in tests and examinations
 - ii) Fighting
 - iii) Stealing
 - iv) Making or possessing weapons in the Institute
- 23. **Use of alcohol, cigarettes, illicit drugs and trafficking** of the same is **prohibited** in all areas of the Institute. Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from the institute and handed over to the law enforcement agency for legal action, where appropriate.
- 24. It is the responsibility of the trainees to **ADHERE** to **ALL** regulations governing training as far as Workshops & Laboratories are concerned and as specified by the Factory Act, KMLTTB Act, PPB Act and all other relevant Acts and regulations that may come into force from time to time.
- 25. All trainees **MUST** adhere to RVTTI rules and regulations while on attachment and educational tours. Breach of any of the above rules and other rules from departments will lead to serious disciplinary action taken against you.

DECLARATION BY THE STUDENT

- 1. I declare that I have ready and understood the Rules and Regulations governing my conduct while a student at RVTTI.
- 2. I agree to abide by the rules in totality and to promote and maintain the character of the Institute.

NAME: **ADM/NO.**

SIGNATURE: **DATE:**

WITNESS (PARENT/GUARDIAN): NAME:

SIGNATURE: **DATE:**



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