

RIFT VALLEY TECHNICAL TRAINING INSTITUTE

Tel: 0704-244244
0734-244240
E-Mail info@rvti.ac.ke
Website www.rvti.ac.ke



P. O BOX 244-30100
ELDORET.

RVTTI/QMS/REG/F08

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 should be **Responsiveness, Versatility, Transparency, Teamwork and Integrity (RVTTI)** 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, then 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 clothes that inappropriately reveal parts of the body between the shoulders and mid-thighs either by transparency, tightness or brevity. Clothing 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 mohawk are **NOT** allowed. **Male students are not allowed** to put on earrings and studs on one or both ears and on any other parts of the body. Similarly, **female students are not allowed** to put on nose-rings, studs and septum clickers. Hats/caps should not be worn during class times, church, office, on week days between 7:45 am and 6:15 p.m., and at all RVTTI functions; Dreadlocks and braided hair for male students is **PROHIBITED**.
6. All waste materials **MUST** be disposed off in appropriate dustbins.
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. Mobile phones should be kept away from the institute during internal and external examinations.



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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 from the Nurse and the Dean of Students' office. Emergency cases will be attended to by the Institutes Nurse at all times. The institute shall rely on the opinion of the Nurse 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** be biometrically identified before being served. All meals **MUST** be eaten in the Dining Hall unless otherwise specified. Meal times **MUST** be strictly observed.
16. Under no circumstances will trainees be allowed into the kitchen other than the councilors on duty.
17. All boarding students are expected to **check into the compound by 8.00 p.m.** unless they are out of the compound officially under the guidance of respective trainers.
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. Abortion is a **CRIMINAL** offence and any trainee found to have procured, or attempting to procure an abortion shall be handed over to the law enforcement agencies.
21. (a) Trainees should **NOT** be involved in the following; -
 - i) Examination irregularities
 - ii) Fighting
 - iii) Stealing
 - iv) Making or possessing weapons in the Institute



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- (b) Trainees should take responsibility for their own property
22. **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 use (being drunk and disorderly) or trafficking of drugs will be **SUSPENDED** from the Institute and handed over to the law enforcement agencies for legal action, where appropriate.
 23. Any boarder who is guilty of any offence against the RVTTI Rules and Regulations shall lose accommodation privileges, without refund of boarding fees, *with immediate effect*, before any disciplinary measures are undertaken, and shall never be considered for accommodation in the future.
 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, academic and other institutional trips.
 26. **The institute's staff quarters** are out of bounds to **ALL** the trainees at all times.

Breach of any of the above rules and any other rules from departments will lead to serious disciplinary action being taken against you.

DECLARATION BY THE STUDENT

1. I declare that I have read 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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RVTTI/QMS/REG/F06

MEDICAL EXAMINATION CERTIFICATE

NOTE: Applicants for entry to the college must get this form completely filled by registered Doctor.
Payments for examination & treatment are the responsibility of the applicant.

NAME: _____ **COUNTY:** _____

1.	Eye and vision: Unaided right – left? Aided right – left? Colour blind Visual field	
2.	Nose & Throat: Is nasal breathing habitual? Adenoids?	
3.	Ears: Hearing voice – Right? - Left	
4.	Mouth and Teeth	
5.	Glands in the neck	
6.	Chest – Heart With special reference to any tubercular cadencies	
7.	Spinal cord	
8.	a) Urine b) Faeces	
9.	Spleen – liver Files & varicose veins	
10.	Any special weakness, defect or disease e.g. defects of speech, local twitching or spasms or other nervous disorders. Veneral disease or rheumatic Tendency.	
11.	General observations. If special care is desirable in any special direction, please give particulars.	

HOSPITAL TREATMENT

Please note that the medical fee paid to the Institute covers for the cost of drugs at the Institute's dispensary and the Doctor's scheduled visits to the Dispensary. The fees do not cover medical treatment.



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RVTTI/QMS/REG/F39

ANNUAL FEES SCHEDULE FOR REGULAR COURSES

NO.	VOTE HEAD	ANNUAL FEES	GOK CAPITATION	PARENT/GUARDIAN & SPONSORS
		Kshs.	Kshs.	Kshs.
1.	Tuition	30,480	17,804	12,676
2.	Personal Emoluments	11,520	6,125	5,395
3.	E.W.C.	3,260	1,733	1,527
4.	LT&T	2,985	1,587	1,398
5.	R.M.I.	1,825	970	855
6.	Activity Fees	3,350	1,781	1,569
7.	Industrial Attachment (Incl. Medical & Insurance)	3,000	0	3,000
	TOTAL	56,420	30,000	26,420
	Other applicable charges			
	Caution money (Charged once on admission)			1,000
	Student ID (Charged once on admission)			500
	Student union (Annually)			500
	Grand Total			28,420

NOTE:

1. **External Examination Fees** is **NOT** included in the Fees Structure.
2. Student's Invoices **DO NOT** include Accommodation fees of Kshs.6,000 per term (Boarding only) (**NB: Do not** pay hostel fee until you are allocated a room).
3. Payments can be made by deposits in either of:
Kenya Commercial Bank (KCB) Ltd. Eldoret West branch AC/NO.1175590193
ABSA Bank of Kenya Ltd. AC/NO.1258030, or M-Pesa Paybill No.799999
Please indicate the **NAME** and **ADMISSION NUMBER** of the student on the banking slips.
4. **STUDENTS SITTING FOR EXTERNAL EXAMS MUST CLEAR ALL THEIR SCHOOL FEES BEFORE EXAM REGISTRATION.**

LOICE KUTOH
PRINCIPAL/BOG SECRETARY



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RVTTI/QMS/REG/F09

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P. O. BOX 244 – 30100 Eldoret. Tel: 0704244244, 0733244240, 0729621773

STUDENT'S PARTICULARS:

1. Name:
2. Marital Status: Tel.No:
3. Father's Name (Alive/Deceased)
4. Mother's Name (Alive/Deceased)
5. Guardian's Name (Any Other Person Who Can Be Contacted In Case Of A Problem)
..... Tel. No.....
6. Person Responsible For Fee Payment..... Tel:
7. Guardian's/Next Of Kin Tel. No.....
8. Home Address:
9. Physical Address:
County: Sub-County.....
Location: Ward:

Chief's Name/County Representative.....

I declare that the above information is correct to the best of my knowledge.

Student's Sign: Date:

10. FEES POLICY

FEES ONCE PAID IS NOT REFUNDABLE

11. DECLARATION BY PARENT/GUARDIAN

If my son/daughter has to have hospital treatment, I am prepared to pay the hospital charges. I wish him/her to be admitted to: (Tick appropriately):

- (a) The **Uasin Gishu Memorial Hospital**.
- (b) The **Eldoret Hospital**
- (c) The **Moi Teaching and Referral Hospital**
- (d) **Mediheal Hospital**
- (e) Others: (Specify).....

Parent/Guardian's

Name: Sign..... Date:



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