



Office of the Dean of Students

Telephone:
Your Ref:
Our Ref:

STUDENTS RULES AND REGULATIONS/CODE OF CONDUCT

1.0 INTRODUCTION

These Rules and Regulations are intended to guide students during their Training at this Institute and enable them enjoy their rights and privileges. The rules are applied to all students of SIST at both main and its campuses, 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 learning institution, all students are required to care for its equipment 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 student.
- iii. All students shall comply with the contents of the academic policy in connection with lecture attendance and discipline during exams.

3.2 Meals

- i. The college provides meals on a Pay As You Eat (PAYE) basis.
- ii. No cooking is allowed in the halls of residence. No meals may be taken to the Halls of residence except by arrangement with the cateress/caterer.
- iii. Taking meals outside the dining hall is forbidden and the kitchen is out of bounds to students.
- iv. The institute does not provide a special diet to students. Those who need a special diet for any reason will have it provided by the parents/guardians.
- v. The caterer may require identification when and as considered necessary before allowing any person to take meals.

3.3 Co-curricular activities

Sports and Games, Clubs and Societies are an integral part of training and students will be required to take part. Students should adhere to all rules and regulations and policies while

taking part in any of the activities within and without the institute.

3.4 Assemblies

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

3.5 Medical

- i. Sick students will be attended to within times specified by the officer concerned and except for emergency cases no student may be attended to at any other times.
- ii. Medical treatment during term breaks or that sought elsewhere without the authority of the institute's Nurse will be the student's responsibility.
- iii. Every student is responsible for drawing to the attention of the Institute nurse on cases of sick students in the Halls of Residence.
- iv. All cases referred to other hospitals shall be the parent's/ guardian's responsibility.

3.6 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 students must conduct themselves with the highest standards of integrity, morality and personal discipline and in particular respect the administrative structures in force.
- 4.2 Students are strongly discouraged against any disrespectful behavior and should strive to cultivate an amiable relationship amongst themselves and all members of Sang'alo Institute of Science and Technology (SIST) community.
- 4.3 Students 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 There should be no unnecessary noise in the Halls of Residence after 11.00 p.m. Musical instruments radios or record players etc. may not be played after this time.
- 4.5 Members of the opposite sex **MUST NOT** be entertained in the Halls of Residence whatsoever.
- 4.6 Visitors of same sex may be entertained in the Halls of Residence up to 6.00 pm but no such visitors may stay in the Institute overnight without advance permission from the principal. When permission is given arrangement will be made to provide suitable accommodation for the visitors.
- 4.7 Possession and/or peddling of illegal drugs and being in possession of offensive weapons in the institute are strictly forbidden.
- 4.8 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:

- 5.1 The staffroom
- 5.2 Workshops outside tuition hours
- 5.3 Staff quarters
- 5.4 The kitchen
- 5.5 Typing pool
- 5.6 Laboratory
- 5.7 Roofs
- 5.8 Water pump, boreholes, and water tanks
- 5.9 Gates

- 5.10 Milking parlour, stores, cattle dips and the institute farm
- 5.11 Any other that may be officially communicated from time to time.

6.0 HEALTH AND HYGIENE

All students are required to keep their rooms in the Halls of residence, lecture rooms, dining hall 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

- 7.1 Damage or interference with electrical installations, fittings and machines is strictly forbidden.
- 7.2 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.
- 7.3 Library property should be used within the library as per the laid down rules and regulations available as may be amended from time to time.

8.0 CHANNELS OF COMMUNICATION

Channels of communication will be as follows:

- I. Academics;- Class representative - Class master - H.O.D. - Registrar - D/Principal (Academics) and Principal
- II. Others; - Student representatives - Duty master - Dean of students - D/Principal (Administration) 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 | demonstrations / processions |
| ii. Rape or attempted rape | ix. Fraud |
| iii. Drug trafficking | x. Forgery |
| iv. Fighting/Bullying | xi. Incitement |
| v. Drug/Substance abuse | xii. Theft |
| vi. Drunkenness and disorderliness | xiii. Impersonation |
| vii. Assault | xiv. Arson |
| viii. Organizing unlawful | |
| xv. 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

10.0 PROCEDURES

- 10.1 On arrival at the start of each term each student must register with the Registrar's office to be recognized as a student.
- 10.2 Students who fail to report within 14 days of start of term will be automatically considered to have absconded.
- 10.3 No boarding student may be outside the institute between 9:00 pm and 7:00 am without written permission during the term.
- 10.4 Leave on grounds of funerals or other family calamities may only be granted on strength of written and approved request from a recognized parent or guardian.
- 10.5 During term breaks, Halls of Residence must be cleared of all personal effects.
- 10.6 Students who have been discontinued from or completed their programs from the institute

- must complete clearance forms before leaving the compound.
- 10.7 The security team has the right to demand identification from any student and inspection of their property before departure.
 - 10.8 Boarding facilities are limited and will be allocated on the basis of first come first served and needy of special cases and/or sponsored students
 - 10.9 Pregnancy examination for female students is compulsory at the beginning of every term by the college nurse.
 - 10.10 Hostel facilities shall be denied to pregnant students. They become non-resident. Students who become pregnant in the course of the term will be required to apply for maternity break.
 - 10.11 Every student must read, understand and commit by signing a declaration form witnessed by the parent/guardian per Appendix "II"

11.0 COVID-19 PROTOCOLS

- 11.1 Respect and adherence to the Health and Safety Rules and Regulations and Measures provided by the Ministry of Health, Ministry of Education and Sang'alo Institute.
- 11.2 Every student must adhere to the following Health and Safety Protocols to:
 - i. Correctly wear a face mask at all times.
 - ii. Offer himself/ herself for body temperature checks.
 - iii. Wash/sanitize hands at designated points.
 - iv. Keep social distance.
 - v. Practice the Health and Safe Measures for greetings preferably elbow greeting but avoid shaking hands, hugging or kissing.
- 11.3 Every student must also adhere to the Health and Safety Protocols established by Sang'alo Institute for the control, governance and operation of the college and prescribe to the isolation when recommended by the College Health Unit.
- 11.4 Every student must adhere to all Rules and Regulations by various sections of the institute at all times.

APPENDIX I

11.2 STUDENT LEAVE OF ABSENCE

(Complete in Triplicate)

To the principal – From:

File No:

Class:

I wish to be absent from the institute on / from (date) to \Reason(s):

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.....

.....

My contact address will be P.O. Box

Approved Date

Principal/Secretary BOG

STUDENT'S RETURN FROM LEAVE

(Complete in Triplicate)

Name:

CourseAdmission No.

Date and time returned from

As per approval dated

Return from leave forms received by (Name)

SignatureDate Time.....

APPENDIX II

11.0 DECLARATION

I....., ADM. NO. have read and understood these rules and regulations and further understand that breach of the said rules will lead to my suspension and /or exclusion from college.

Signed:

Student:.....Date.....

Parent/Guardian (Name):Date.....

Signature.....