

1 WELCOME MESSAGE

Welcome to The Kiambu National Polytechnic (KINAP).

We take this opportunity to congratulate you on having been able to secure a place in KINAP, a premier Polytechnic in technical training, research and innovation for global impact. From this moment on; you will be a trainee in one of the best Polytechnics in the country which is ISO 9001:2015 certified. KINAP has put in place structures through documented procedures in its Quality Management System (QMS) to ensure quality service delivery to our trainees and other stakeholders. While here, the Polytechnic will offer you many opportunities and challenges that are all aimed at providing you with an environment within which to grow and realize your full potential.

KINAP, like any other Polytechnic of higher learning, has through its Governing Council formulated guidelines to ensure the smooth running of trainee's every day activities. The guidelines have taken into consideration the multidimensional experience in the life of a trainee. While you will be expected to excel academically, you should also take full advantage of the available resources to grow morally, socially and in every other respect to become a wholesome individual.

The Polytechnic expects that you will be able to manage time, money, freedom and any other resources entrusted to you. While in KINAP, learn to think critically and ask questions. It is also expected that you will take time to cultivate relationships that shall add value to your life as well as to the entire society.

KINAP shall carry out disability awareness programmes among its trainees to promote the right attitude and ensure appropriate inclusion of disability issues in training and provision of services.

When faced with any challenge you may consult with the following officers: The Dean of Trainees, Guidance and Counseling Coordinator, the Registrar, HODs and Trainers.

This guide has been broken down into rules and regulation that should serve as a point of reference in your everyday activities. Read it carefully and internalize its content. If you follow these guidelines you will be assured of a peaceful coexistence in KINAP.

May the Almighty God bless your stay at KINAP.

SAMMY K. WAITITU
PRINCIPAL

1.0 INTRODUCTION

These regulations are formulated by the Governing Council in accordance with Kenyan constitution and the provisions of the TVET Act 2013 whose object and purpose is to provide for the control, governance and administration of Kiambu National polytechnic (KINAP).

Every trainee shall be required to read these regulations and to sign a declaration appended hereunder, before being registered. This will be a commitment that the trainee has understood the contents and meaning hereof and undertakes to be bound thereby.

1. Nothing in these regulations shall prevent the Polytechnic from requiring any trainee to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Polytechnic.
2. Such bond, assurance or undertaking when required and executed shall have same effect as if it were part of these regulations.
3. For the purpose of these regulations, the term “trainee” means and includes any person who has been formally admitted to a course of study in the Polytechnic.

2.0 THE GENERAL CONDUCT OF TRAINEES

The following provisions shall apply with respect to the conduct of trainees within and so far, as applicable outside the Polytechnic:

1. All trainees are enrolled on the strict understanding that they will comply with all rules and regulations issued by the Polytechnic.
2. Trainees are obliged to remain accountable to the Polytechnic in respect of their relationship with members of the general public and ensure that:
 - (i) All correspondence to the press or other mass media by trainees or officials of the trainees’ council within the Polytechnic in their individual capacities shall bear their names and private addresses.
 - (ii) All public statements affecting the Polytechnic which are intended to be issued on behalf of any organization of trainees shall be channeled through the Principal.
 - (iii) Invitations of Government officials/ County officials, political leaders, representatives of Foreign Governments or other public personalities to visit the Polytechnic in their official capacities shall be channeled through the appropriate Polytechnic authorities.
3. All trainees are expected to conduct themselves in accordance with the highest standards of integrity, personal discipline, morality and in particular, shall:
 - (i) Respect and adhere to the administrative and academic procedures established by the Governing Council for the control, governance and operations of the Polytechnic.
 - (ii) Respect the rights and privileges of members of the Polytechnic community at all times.
 - (iii) Refrain from any conduct that might bring the Polytechnic or any section or programme thereof to disrepute or public ridicule.

- (iv) Conduct themselves in all public places with such humility and dignity as befits their status as trainees.
 - (v) Refrain from all acts of hooliganism including but not limited to, incitement, unruly or rowdy behavior (including fighting) emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others within or outside the Polytechnic.
4. Trainees shall not tamper with firefighting appliances, electrical fittings and any other fittings and fixtures wherever installed.
 5. Trainees shall not misuse or willfully damage or destroy, personal, public or Polytechnic's property, otherwise a trainee or groups of trainees shall bear full responsibility thereof.
 6. Trainees shall not drink alcohol, be drunk or possess the same within the Polytechnic.
 7. Trainees shall not use, abuse, misuse and possess drugs that are prohibited by the Polytechnic and the laws of Kenya.
 8. Trainees shall not discriminate against PWDs.
 9. Trainees shall keep motor vehicles or motor-cycles in the Polytechnic premises with written permission from the Polytechnic's Administration. Such permission may be denied or withdrawn at the discretion of the Administration.
 10. Trainees shall not engage in sexual activities at the Polytechnic. Contravention of this rule shall lead to suspension pending decision of the Disciplinary Committee.
 11. Trainees shall not Steal or handle stolen property. Contravention of this rule shall lead to suspension pending decision of the Disciplinary Committee.
 12. Writing/ painting/ drawing or fixing materials (graffiti) anywhere on the compound is prohibited. Any trainee found guilty of such an offence shall remove such material and repaint the surface or as it may be determined by the disciplinary committee.
 13. Misconduct that is a nuisance to other trainees or other members of the Polytechnic and causes a breach of peace is prohibited e.g. loud music, shouting, screaming etc.
 14. Any trainee complaints or grievances shall be channeled through any of the following channels;
 - (i) Trainees' Class representatives to the Dean of Students;
 - (ii) The respective HOD;
 - (iii) Complaint/complement register in the respective department/office;
 - (iv) Complaint/Complement boxes or
 - (v) complaints@kiambupoly.ac.ke.

3.0 THE DISCIPLINE OF THE TRAINEE(S)

The following provisions shall apply to all disciplinary actions taken against trainees in respect to disciplinary offences specified herein, whether such offences are committed within or outside the Polytechnic.

3.1 DISCIPLINARY AUTHORITY

For the purpose of these regulations, the Principal, acting on behalf of the Governing Council, is the disciplinary authority of the Polytechnic and may in that capacity: -

1. Revise the list of disciplinary offences specified herein, with approval of the Governing Council.
2. Suspend a trainee proved to have committed disciplinary offence pending disciplinary action, in consultation with the disciplinary committee.
3. Take any other necessary measures for the proper operation of disciplinary procedures set out herein.

3.2 DISCIPLINARY OFFENCES

Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations: -

1. Boycott of scheduled lectures, tutorials, practical lessons and other courses of instruction and assault or issuance of threats to the trainees in contemplation or furtherance of any such boycotts.
2. Assault of members of staff, trainees or a member of the public and or use of abusive language.
3. Any form of unrest, demonstration or organized obstruction of trainees or staff in any manner whatsoever.
4. Any attempt to conceive, design or formulate any scheme or strategy of whatever nature whose objective or logical consequence is to disrupt KINAP programs.
5. Malicious or willful damage, loss or theft of Polytechnic's property.
6. Disorderly conduct and molestation of other members within or outside the Polytechnic.
7. Any attempt to convene, organize or any participation or involvement in demonstration, gathering or procession without authorization from the governing Council.
8. Drunken and disorderly behaviour, possession and abuse of drugs which are prohibited by law and the Polytechnic.
9. Conviction in a court of law for commission of criminal offence of such a nature as should, in the opinion of Governing Council, warrant expulsion from the Polytechnic.
10. Female visitors in the men's hostels or male visitors in the female hostels. This shall lead to expulsion from the hostel and suspension from the Polytechnic pending decision of the disciplinary committee.
11. Obstruct or attempt to obstruct any officer, employee, or agent of the Polytechnic in the performance of his or her duties.
12. Forge or falsify any Polytechnic's official documents or knowingly make false statements concerning the Polytechnic.
13. Refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the Polytechnic in performance of his or her duties.
14. Offer, sell, or give to any person drugs, the possession or use of which is illegal.

3.3 Disciplinary committee

constituted as follows:

- a) Deputy Principal Planning, Administration and Finance– (Chairperson)
- b) Deputy Principal Academics and Quality Assurance
- c) Registrar
- d) Head of Department concerned - (Secretary)
- e) Co-opted or invited members as found necessary
- f) Dean/ Deputy Dean of Students.

3.3 DISCIPLINARY PROCEDURES

1. All disciplinary offences and remedial action taken thereof shall in the first instance be reported to the Administration upon which a trainee shall be required to write a statement on the allegation.
2. For an offence that meets the threshold for suspension, the trainee shall be suspended and shall appear before the disciplinary committee in the next sitting accompanied by the registered guardian.
3. The trainee shall be given a chance to defend him or herself against the alleged offence(s).
4. In cases of disputed drug abuse, the trainee will be required to take a drug test to inform the disciplinary committee on the appropriate remedial action(s). Where a trainee declines to take a drug test, the issue shall be referred to the Governing Council.
5. All appeals against the decisions of the disciplinary committee shall be made to the Governing Council through the Principal.

3.4 Penalties

The disciplinary committee shall have powers to recommend any or more of the following penalties:

- a) A warning letter.
- b) The payment for damages commensurate with the nature and gravity of the offence committed.
- c) Suspension from the Polytechnic for a specified period.
- d) Exclusion from the hostels.
- e) Exclusion from the Polytechnic by the Governing Council in accordance with TVET Act of 2013.
- f) A trainee who is found in possession of drugs prohibited by the Laws of Kenya shall be handed over to the Police and thereafter face the disciplinary committee.
- g) Cases beyond the scope of the disciplinary committee and threatens the safety and security of the Polytechnic, which include but not limited to possession of dangerous weapons, live ammunitions, robbery with violence among others will be handed over to the Police.
- h) Any other penalty which the committee may deem fit to recommend to the Governing Council.

Outcome of the Disciplinary Committee

On arriving at an appropriate penalty or a combination of penalties thereof, the disciplinary committee shall: -

- (i) Record and report the decision of any disciplinary action taken against a trainee to his/her HOD and any other relevant office and shall form part of the trainees' record.
- (ii) The disciplinary action taken will be communicated to the trainee and copied to his/her parent, guardian or sponsor.
- (iii) The disciplinary committee shall be at liberty to consider the total conduct (Past and Present) and not merely the immediate circumstances furnishing the reason for disciplinary action against the trainee.

NOTE: The provisions of these regulations and any decisions made by disciplinary committee hereunder shall not take away the right of the state, police or a member of the public so entitled, to bring any action, or to Polytechnic criminal proceedings in respect of the same state of facts against any trainee in a court of law.

4.0 POLYTECHNIC DRESS CODE

4.1 DRESS CODE POLICY

Throughout the history of human kind, mode of dress has elicited debates. To date, the mode of dress is still an issue. There seems to be however, a general consensus that employees need to dress decently. This is especially critical in the learning institutions where future generations are molded.

What one wears can suggest, persuade, connote, insinuate, or indeed lie, and apply pressure while speaking frankly and straightforwardly of other matters. This dress code does not in any way aim to infringe on anyone's personal rights and preferences but seeks to inject professionalism and decency in the Polytechnic and in the learning environment. Towards the realization of a decent and respectable dress code the Polytechnic has provided general guidelines outlined here under.

These prescribe that:

1. Dressing should be appropriate. Scanty dressing shall not be tolerated. Female trainees shall not be allowed to wear the following, but not limited to; miniskirts/dresses, crop-tops, backless dresses/tops and shorts. Male trainees shall not be allowed to wear uncovered vests, shorts and bare chest.
2. Trainees shall not be allowed to wear sweatpants and ripped/ragged/unfinished jeans and any other clothing deemed inappropriate by the management.
3. Dressing should not reveal undergarments either while standing, sitting or bending. The undergarments should also not be seen through the outer garments.
4. Hair should be kept clean and neat. Male trainees shall not keep dreadlocks, plaited hair and dyed hair.
5. Fingernails should be kept at a length that will ensure hygiene and safety. Nose rings and eye rings are prohibited while in the Polytechnic.

6. Bathroom slippers and crocs should be restricted to residential areas only.
7. Specific dress codes must be observed for specific areas like workshops, laboratories, tuition rooms, sports fields and any other. Trainees shall not be allowed to wear caps, hats, hoods, firebuns, marvin, durag and bandanas while in class, workshops, meetings and offices.
8. The Polytechnic shall not be held responsible for any accidents to trainees in KINAP arising from lack of proper attire.

5.0 ACADEMIC REQUIREMENTS

5.1 Fees

1. Fees shall be charged as per the Ministry of Education guidelines. Examination/Assessment fees shall be charged as per the respective examining body.
2. All fees should be paid by banker's cheque, Mpesa via Paybill number or deposited directly into the Polytechnic's account on or before the opening day of every new term.
3. Any parent/guardian or sponsors with fees problems should make prior arrangements with the Deputy Principal Planning Administration and Finance.
4. All trainees are required to report on the first day of the term. Any trainee not reporting within two (2) weeks after commencement of the term will be considered to have excluded him/herself from the course and their account shall be closed.

5.2 General Conduct

A trainee shall apply diligence to the course of study approved by the Governing Council and for which they are registered and in particular:

1. Attend all lessons, practical sessions, and other scheduled courses punctually. Trainee absenteeism shall be communicated to the trainee's sponsor/parent/guardian and action taken as per the Polytechnic Academic Policy
2. Submit their assignment and projects as required by the department. Any trainee whose progress on a course of study is unsatisfactory shall be withdrawn from the course and any fees paid will be forfeited.
3. Refrain from any conduct whose object or logical consequence is to disrupt the operation of the academic programs of the Polytechnic.
4. Comply with all other rules and regulations made by the Governing Council from time to time for proper conduct of specific programs.

6.0 EXAMINATION RULES AND REGULATIONS

1. Candidates shall not enter the examination venue until allowed to do so.
2. No candidate shall be allowed to sit for an exam 30 minutes after the exam has started.
3. Candidates caught with unauthorized materials will be expelled from the examination room and barred from sitting any other exam until a disciplinary hearing is conducted. Unauthorized materials include mobile phones, programmable calculators, smart watches, written materials, and recorded materials among others.

4. All candidates shall be required to present their national identification cards, trainees ID, exam cards/fee cards as may be applicable in order to be allowed to sit for the exam.
5. Candidates with fees arrears shall not be allowed to sit for examination unless prior arrangement is made by the trainee guardian and the Deputy Principal Planning Administration and Finance.
6. A trainee who fails to sit for an examination without good cause will be deemed to have failed in that paper and action taken as per the Polytechnic Academic Policy.
7. Candidates should be seated in the examination room at least five minutes before the time fixed for the start of the examination or as specified.
8. No candidate will be allowed to leave the examination room before the end of the period allocated for the paper except by special permission by the supervisor.
9. No communication whatsoever in whatever manner will be allowed between candidates or with any outsider during examinations.
10. Mathematical tables and calculators shall be only those specified by the examination office.
11. A candidate shall return immediately to the supervisor/invigilator any incorrect question paper given to him/her.
12. Any candidate who commits an examination irregularity in any paper shall have the results of the whole examination cancelled.

7.0 LIBRARY RULES AND REGULATIONS

7.1 USE OF THE LIBRARY

1. Library facilities will only be used by a fully registered KINAP trainee.
2. The Librarian on duty shall reserve the right to recall a book on loan.
3. Users are expected to behave and present themselves decently at all times.
4. The Librarian shall reserve the right to withdraw or refuse Library services to any user who disregards the above-listed rules and regulations.
5. Trainees are advised **NOT** to leave their valuables in their bags
6. The Polytechnic shall not be held liable for loss or damage to personal items such as laptops, mobile phones, storage devices, among others used in or left by a trainee in the Library.
7. Library books used within the Library should be left on the tables (or placed in designated trolleys) and **NOT re-shelved** by users.

7.2 NOISE

1. Silence within the library shall be maintained at all times.
2. Mobile phones shall be on silent mode while in the library.
3. Receiving calls in the library is strictly prohibited.
4. Group discussions are not allowed in the library.

2 7.3 CONDUCT

1. Library users must conduct themselves in a disciplined manner and be mindful of other users.
2. Library facilities and services are limited and therefore have to be shared fairly.

3. Parcels, overcoats, bags, files and overalls are not allowed in the library but can be deposited in the library luggage area in exchange of a tag.
4. It is the responsibility of the trainees to take care of the tags for security of their items.
5. A lost tag shall be surcharged, Ksh. 500.
6. Trainees will be subjected to inspection should the library electronic security detector raise an alarm when exiting the library.
7. Food and water are not allowed in the library.

7.4 TIME

The library operates during the following hours:

Monday – Friday 8.00 a.m – 08.30 p.m

Saturday 9.00 a.m – 04.00 p.m

The library shall remain closed on Sunday and public holidays.

7.5 PENALTIES

1. All borrowed books should be returned on or before the last date and time stamped on the date label. A fine of five shillings shall be charged per day per book for normal loan and five shilling per hour for short loans until it is returned.
2. Borrowers with overdue books and outstanding fines will not be allowed to borrow books and other library materials until cleared.
3. All library fines are payable at the Accounts Office.
4. Damage of library property will lead to a surcharge or replacement.

7.6 BORROWING BOOKS

1. To borrow a book from the library, a trainee shall be required to produce his/her Polytechnic identity card.
2. A trainee shall report immediately to the library staff on duty the loss or misplacement of any book(s) they have borrowed from the Library.
3. A trainee should return any misplaced KINAP library books, found anywhere within or outside the Polytechnic, to the library.
4. If a trainee exceeds four weeks before returning any borrowed book(s), the book(s) shall be considered lost and the trainee will take the responsibility of replacing it forthwith. The cost of the lost book will be invoiced on the trainees account.
5. All borrowed book(s) must be returned to the library at the end of every term. Library books should not be carried home.

7.7 WORKSHOPS/LABORATORIES SAFETY RULES AND REGULATIONS

1. A trainee must wear protective clothing and devices in the workshops and laboratories at all times.
2. Machines must be used with their protective guard at all times.
3. A trainee must never operate any machine without permission from the trainers in charge or technician.
4. A trainee must never operate any machine unless:
 - a) He/she has been fully instructed and appraised of safety measures.
 - b) He/she has received sufficient training and is under close supervision.
 - c) A trainee should closely follow instructions and directions in the use of explosive, hazardous, corrosive and inflammable materials.

7.8 CARE FOR POLYTECHNIC FURNITURE AND EQUIPMENT

1. A trainee must take great care of Polytechnic's property.
2. A trainee will not be allowed to move furniture from one place to another.
3. Any damage caused to furniture or equipment shall be chargeable to the respective trainee.

8.0 HOSTELS RULES AND REGULATIONS

1. A trainee shall be in his/her room by 10.00pm daily.
2. Residential trainees who wish to spend the night away from the Polytechnic shall inform the Dean of Students.
3. The Dean of Students and security officers on duty shall have the right to inspect the rooms at any time and may conduct spot checks whenever necessary.
4. All boarding trainees shall be required to produce a boarding pass at all times.
5. All trainees shall reside in the allocated rooms and change shall only be allowed with the consent of the Dean of Students.
6. Trainees shall be responsible for cleanliness of their own rooms. Littering is not allowed.
7. Trainees shall be responsible for their own properties and rooms shall be locked during any absence.
8. Trainees shall not accommodate any non-resident members in the hostels.
9. Male trainees shall not visit female hostels and vice versa.
10. Repair to damages in the hostels caused by a trainee or group of trainees shall be paid for, by the one or the group whoever caused the damage(s).
11. No trainee is allowed to modify, repair or remove furniture, fittings or fixtures in the hostels.
12. Use of water heaters, microwaves, refrigerators, cookers and any other such electrical appliances are prohibited in the hostels.
13. Trainees shall not be allowed to engage in any business within the Polytechnic. Hawking is prohibited in the hostels.
14. Television sets and music systems are not allowed in the hostels.
15. Disciplinary action shall be taken against anyone who contravenes the above rules and regulations.

9.0 CAFETERIA KITCHEN RULES AND REGULATIONS

Cafeteria operates on a Pay As You Eat system. Taking meals from the cafeteria is optional for all trainees.

9.1 MEALS

1. The cafeteria will open from 6.30am – 8.00pm.
2. All customers shall queue for their meals.
3. All trainees shall carry their own utensils.

9.2 CAFETERIA ETIQUETTE

1. A customer should queue for meals in an orderly manner.
2. A customer shall obtain a receipt at the cashier, and surrender it at the serving area.
3. All meals must be taken in the Cafeteria and not any other place. Meals from outside are not allowed in the Cafeteria.
4. Dust coats and overalls are strictly not allowed in the Cafeteria.
5. The Kitchen is strictly out of bounds to trainees.
6. Any complains and compliments regarding the meals should be made through the Trainee's representative and to the Catering manager or Dean of students.
7. Respect shall be exercised to the Kitchen staff and other customers.
8. A customer must be seated while taking his/her meals.
9. Food remnants must be emptied in the provided bins.
10. Night dresses/gowns/pajamas are not allowed in the cafeteria.
11. Prolonged stay after meals must be avoided to give room for other customers.
12. Shouting and banging of tables is prohibited.
13. Sitting/standing on tables and chairs is not allowed.

10.4 PENALTIES

Failure to adhere to any of the above or implied regulations, shall lead to suspension from use of cafeteria facilities or from the Polytechnic pending the decision of the Disciplinary Committee.

11.0 GAMES/SPORTS AND CLUBS RULES AND REGULATIONS

1. All trainees are encouraged to be members of at least one game/sport and one club.
2. A trainee will only be allowed to use games facilities if properly dressed for the game.
3. Any new game(s) or club activity shall be approved by the Principal.
4. All games facilities and equipment shall be used for their rightful purpose. In case of malicious damage, the trainee concerned shall be surcharged.
5. Misappropriation of club funds is an offence and disciplinary action shall be taken.
6. Any external invitation to or by other teams and clubs must be approved by the Principal and proper arrangements made.

7. All trainees participating in activities outside the Polytechnic shall be expected to report back by 6.00pm.
8. Trainees participating in activities outside the Polytechnic shall be bound by the rules and regulations of the Polytechnic and the laws of Kenya at all times.

12.0 SECURITY, RULES AND REGULATIONS

12.1 General conduct

1. Trainees shall show respect to each other and to the personnel charged with responsibility of enhancing security.
2. Trainees shall show respect to the non-trainees who directly or indirectly have relationship with the Polytechnic.
3. Staff quarters are out of bound to trainees.

12.2 Theft

1. Theft, vandalism and pilferage of Polytechnic's and private property is prohibited and shall be dealt with severely as per the disciplinary procedures and or may be handed over to the police.
2. A trainee shall be wholly responsible for their property while in the Polytechnic.

12.3 Loitering

- a) A trainee shall confine him/herself within tuition and boarding areas.
- b) A trainee shall avoid being in the workshops and car parks after 7.00 p.m.
- c) A trainee shall refrain from idling between the Polytechnic's gate and the Kiambu-Nairobi Road.

12.4 Visitors

- a) A visitor(s) to a trainee shall be booked by the security personnel on duty and identified by the trainee concerned. Such a visitor(s) shall not be allowed to be within the Polytechnic beyond 6.00p.m.
- b) No visitor(s) shall be allowed into the hostels.

12.5 Security

- a) The security personnel on duty shall make enquiries from everyone entering or leaving the Polytechnic at all times.
- b) A trainee shall carry his/her trainee ID and gate-pass at all times for Identification purposes.
- c) A trainee shall submit to all security checks by allowing inspection of own luggage and frisking.
- d) A trainee caught by the security personnel committing an offence(s) as outlined in clause 3.2, shall be arrested and forwarded to the management for further disciplinary action.

13.0 ENVIRONMENTAL CARE

A trainee shall at all times follow the established foot paths and not destroy any of the trees/sign posts within the compound. A trainee shall not litter the compound. He/she is required to use the designated litter-bins.

14.0 ENTERTAINMENT

- a) A trainee shall confine him/herself within the entertainment offered by the Polytechnic. DISCOS do not form part of entertainment in KINAP.
- b) Any noise level should not become a nuisance to the residents and members of the public.

15.0 CONSERVATION OF ENERGY AND WATER

All trainees are required to:

1. Switch off unnecessary lighting.
2. Switch off idle machines and equipment.
3. Make use of natural lighting.
4. Turn off running taps.

16.0 STUDENT LEADERSHIP (KINAPSA)

All matters dealing with trainee(s) leadership, constitution, membership and office bearers, can be referred to the KINAPSA constitution.

NOTE:

1. The Governing Council reserves the right to change, add, amend or otherwise vary these regulations as deemed necessary.
2. Specific rules and regulations for the hostels, library, workshops and other specific facilities will be issued separately to the users as applicable.
3. All students shall be required to abide by the rules and regulations governing student conduct and discipline, which are detailed in Schedule IX of these Statutes.

17.0

KINAP/ADM/F007



**THE KIAMBU NATIONAL POLYTECHNIC
TRAINEE GUIDE DECLARATION FORM**

This is to confirm that I

NAME (in full):
(Sir Name) Other Name(S)

ADM NO:

COURSE:

ID NO:

being a person of sound mind and having read and clearly understood the guidelines given, do fully agree with the content and that I shall, throughout my stay at KINAP, abide by all the Polytechnic’s policies, guidelines and the Laws of Kenya. I commit to abide with the KINAP Governing Council resolutions that:

1. The Council reserves the right to effect whatever changes they may deem fit within KINAP.
2. Entertainment in the Polytechnic **shall not include DISCOS.**
3. KINAP is sensitive to Persons With Disability (PWD) as enshrined in the PWD policy developed by the Polytechnic. All trainees should shall show concern for PWDs.
4. Accommodation in the hostels is a privilege and not a right and can be withdrawn if one fails to observe KINAP policies, rules and regulations.
5. No trainee with fees arrears shall be registered for KNEC and CDACC examinations/assessments.
6. The Polytechnic shall **ONLY** sell the meals as per the menu in the Cafeteria and within the scheduled meal times. **NB:** Cafeteria meals are optional.
7. Polytechnic dress code shall be adhered to as strictly provided for in the trainee’s guide.
8. **KINAP is a drug free zone.** Any trainee found in possession of illegal drugs shall be handed over to the police before facing the Disciplinary Committee.
9. ALL KINAP trainees are required to submit to **security checks** as strictly provided for in the trainee’s guide.

I shall never participate in the destruction of **KINAP property, unlawful assemblies and processions.**

Failure to abide to the above conditions will result to disciplinary action by KINAP Administration.

SIGNATURE:DATE:

Witnessed by (Parent/guardian/sponsor)

NAME (in full):

ID NO

SIGNATURE:DATE:.....

Witnessed by (HOD/DHOD/TRAINER)

NAME (in full):

DESIGNATION.....

SIGNATURE.....DATE:.....