

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
MATILI TECHNICAL TRAINING INSTITUTE



P.O. BOX 76 – 50204, KIMILILI
TEL: 0707 747 007

Website: www.matilitechnical.ac.ke
E-mail: info@matilitechnical.ac.ke
matilitechnicalcollege@yahoo.co.uk



COLLEGE RULES AND REGULATIONS

In order for the trainees to obtain quality training and to benefit from the academic objectives, it is necessary to have rules and regulations in place that will guide the conduct and behavior of the students.

The following rules and regulations are, therefore, constituted for the safety of all in the college. It's important to note that respect is two way: respect others and others will respect you.

A. General

1. All trainees shall respect all teaching and non-teaching staff.
2. Any student(s) who wishes to convene any assembly or meeting shall be required to obtain a written approval from the administration prior to holding such an assembly or meeting.
3. Keep Matili Technical Training Institute (MaTTI) clean and tidy at all times. Dispose off all waste in the appropriate places.
4. Trainees' visitors shall not be allowed in the compound between 6.00p.m. and 6.00a.m.
5. No visitors' vehicles shall be allowed around the hostels, workshops e.t.c. they shall be parked in the designated parking bay.
6. Trainees are encouraged to actively participate in games, clubs and societies.
7. The Students Council and the Lecturer on duty shall be responsible for the maintenance of order and discipline during meal times and other general assembly activities.
8. Meals will be served to trainees on **PAY-AS-YOU-EAT (P.A.Y.E)** system, thus trainees will present meal vouchers/receipts at the serving counter in order to be served with meals.
9. Meals will be served at the following times only:
 - I. **Breakfast: 6.00a.m. -7.45a.m.**
 - II. **Lunch: 11.30a.m. -2.30p.m.**
 - III. **Super: 6.00p.m. -8.00p.m.**All trainees **MUST** take their meals only during the stipulated times and **from the Dining Hall only.**
10. Under no circumstances whatsoever will trainees be allowed into the kitchen.
11. No trainee is allowed to misuse/abuse the College property/facility, e.g.
 - a. No tapping of electricity from any unauthorized points,
 - b. No vandalism of any nature on the College property shall be allowed.

- c. All ironing shall only be done in the designated sanitation blocks using the provided socket outlets.
12. Abortion is a criminal offence punishable by law. Any female student found to have procured an abortion or attempts to procure an abortion shall be handed over to the police for appropriate action.
13. Trainees on Attachment and Educational tours shall adhere to the College Rules and Regulations at all times.
14. Smoking in the compound is not allowed.
15. Drunk and disorderly students shall not be tolerated. Abuse of alcohol and other drugs is prohibited.
16. Handling and/or partaking of all illicit drugs is highly prohibited in the compound. Anybody found doing the same shall be handed over to the police.
17. Fighting is prohibited.
18. Stealing is prohibited. Stealing and/or handling stolen property is a police case.
19. Any student on suspension is expected to leave the College compound immediately and keep off the College until he/she is officially recalled. Upon expiry of the suspension period, the suspended student is to report back with an officially registered Parent/Guardian. Such Parent/Guardian shall carry his/her National Identity Card.
20. Self-sponsored students should register in the office their status and are expected to clearly state how they intend to meet their fee payment schedules.
21. Watching of TV during the day between 8.00a.m. and 4.00p.m. is not permitted. Pornographic movies shall not be allowed.

B. Dressing mode/cleanliness

1. All trainees must keep personal hygiene and to keep them neatly and decently dressed and tidy at all times. Sandals and/or hats/caps are not part of formal attire allowed during official hours and during official college activities/functions.
2. Students must be in overalls/over-coats while in the workshops/laboratories undertaking practical lessons.
3. All students undertaking practical lessons must maintain cleanliness by cleaning their workstations soon after such practical lessons.

C. Examinations

1. Every student should carry a duly filled and authentic College Examination Card during all internal examinations. No Student may sit an examination without a valid examination card. Such examination card must be duly signed by the invigilator at the end of each examination.
2. Students will not be allowed with their mobile phones into the examination halls.

3. Every student must clear his/her term fees two weeks before the start of any end term/year examination in order to be issued with examination cards.
4. Silence must be maintained by all students in the compound during examination periods.
5. Cheating in examinations is strictly not allowed. Anybody found cheating will be severely punished.

D. COMMON SENSE

Where there is no explicit regulation, common sense and rules of natural justice shall prevail.

E. REVIEW OF THE RULES AND REGULATIONS

These rules and regulations shall be reviewed from time to time as circumstances shall dictate.

F. DECLARATION BY THE STUDENT

I have read and understood the College Rules and Regulation and promise to abide by the Same.

Name: _____
Admission No.: _____
Sign: _____
Date: _____

Witnessed By Parent/ Guardian

Name: _____
ID. No. _____
Sign: _____
Date: _____