

KIBRA TECHNICAL & VOCATIONAL COLLEGE
TRAINEE HANDBOOK
RULES & REGULATIONS

1 WELCOME MESSAGE

Congratulations for being able to secure a place at Kibra TVC—a center of excellence in technical & vocational education and training.

Here you will find many opportunities and challenges designed to help you grow and reach your full potential. Our Board of Governors has set guidelines to keep daily student life well organized. These rules support every part of your growth—academic, moral and social—so that you develop into a well-rounded person.

We expect you to use your time, money and freedom responsibly. Think critically, ask questions and build relationships that will add value to your own life and to society.

If you face any challenge, you can seek help from: The Dean of Trainees, the Guidance and Counselling Coordinator, the Registrar, your Head of Department and your Trainers. This guide explains the rules and regulations that will help you enjoy a smooth and peaceful stay. Please read it carefully and follow the guidelines.

Have a blessed stay at Kibra TVC.

Tabitha M. Maina
PRINCIPAL

1.0 INTRODUCTION

These rules have been created by the Board of Governors in line with the Kenyan Constitution and the TVET Act of 2013, which guides how Kibra TVC is managed and governed.

Before registration, every student must read these rules and sign the attached declaration form. By signing, you confirm that you understand the rules and agree to follow them.

1. Kibra TVC may also require any student to sign an additional agreement or pledge to maintain good conduct during their stay at the college.
2. Once signed, this agreement will be treated as part of these regulations.
3. In these rules, the word trainee refers to anyone who has been officially admitted to study at Kibra TVC.

2.0 THE GENERAL CONDUCT OF TRAINEES

The following rules describe how all trainees should behave both inside Kibra TVC and, where relevant, outside the college:

1. Obey College Rules

Every trainee must strictly follow all the rules and regulations set by Kibra TVC.

2. Be Accountable in Public

Trainees must act responsibly when dealing with the public and must:

- When writing to the press or any media in a personal capacity, always include your name and private address.
- If making any public statement about the college on behalf of a student group, send it through the Principal first.
- Any invitations to government officials, political leaders, foreign representatives or other public figures to visit the college must go through the proper Kibra TVC authorities.

3. Maintain High Standards of Conduct

All trainees must show integrity, self-discipline and good morals by:

- Following all administrative and academic rules set by the Board of Governors.
- Respecting the rights and privileges of everyone in the Kibra TVC community.
- Avoiding behavior that could damage the reputation of the college or its programs.
- Acting with humility and dignity in public.
- Avoiding hooliganism—this includes inciting others, fighting, making excessive noise, or disturbing others inside or outside the college.

4. Care for Facilities and Property

- Do not tamper with firefighting equipment, electrical fittings or any fixtures.
- Do not misuse, damage or destroy college, public or personal property. Anyone who causes damage will pay for it.

5. Prohibited Acts

- Do not drink alcohol, be drunk, or possess alcohol on college.
- Do not use, possess or abuse illegal drugs.
- Do not discriminate against persons with disabilities.
- Keep motor vehicles or motorcycles on campus only with written permission from the

Administration. Permission can be denied or withdrawn.

- No sexual activity on campus. Breaking this rule can lead to suspension while the Disciplinary Committee decides the case.
- Do not steal or keep stolen items. This also leads to suspension pending a disciplinary decision.
- Do not write, paint, draw or stick graffiti anywhere on the compound. Anyone caught must remove it and repaint the surface as directed.
- Avoid behavior that disturbs the peace—such as loud music, shouting or screaming.

6. Making Complaints

If you have a complaint or concern, report it through one of these channels:

- Your class representative to the Dean of Students
- Your Head of Department (HOD)
- The complaints/compliments register in your department or office
- The complaints/compliments boxes or email complaints@kibratvc.ac.ke

3.0 THE DISCIPLINE OF THE TRAINEE(S)

The following rules explain how Kibra TVC will handle any disciplinary issues, whether the offence happens inside or outside the college.

3.1 Disciplinary Authority

The Principal, representing the Board of Governors, is in charge of discipline and may:

1. Update the list of disciplinary offences with the Board of Governors' approval.
2. Suspend any trainee found to have committed a disciplinary offence, after consulting the Disciplinary Committee.
3. Take any other action needed to ensure the disciplinary process runs smoothly.

3.2 Disciplinary Offences

The actions below are considered disciplinary offences:

1. Organizing or joining a boycott of classes, practicals, or threatening others to support a boycott.
2. Assaulting staff, students or members of the public, or using abusive language.
3. Taking part in unrest, demonstrations or obstructing staff or students in any way.
4. Planning or attempting anything intended to disrupt college programmes.
5. Damaging, stealing or deliberately losing Kibra TVC property.
6. Disorderly behavior or harassing others on or off campus.
7. Organizing or joining a meeting, demonstration or procession without approval from the Board of Governors.
8. Being drunk, behaving in a disorderly way, or using or possessing illegal drugs.
9. Being convicted in court of a criminal offence that the Board of Governors considers serious enough to warrant expulsion.
10. Allowing female visitors in male hostels or male visitors in female hostels. This leads to hostel expulsion and suspension while the Disciplinary Committee decides the case.
11. Obstructing any college officer, employee or agent from carrying out their duties.
12. Forging or falsifying official Kibra TVC documents or knowingly giving false information about the college.

13. Refusing to give your name or other details when asked by an authorized college officer or employee.
14. Offering, selling or giving illegal drugs to anyone.

3.3 Disciplinary Committee

The committee includes:

- Deputy Principal - Administration and Finance – Chairperson
- Deputy Principal - Academics and Quality Assurance
- Registrar
- The relevant Head of Department – Secretary
- Dean or Deputy Dean of Students
- Any co-opted or invited members as needed.

3.3 Disciplinary Procedure

1. Any disciplinary offence must first be reported to the Administration. The trainee will then write a statement explaining the incident.
2. If the offence is serious enough for suspension, the trainee will be suspended and must appear before the Disciplinary Committee at its next meeting, together with their registered guardian.
3. The trainee will be given a chance to defend themselves.
4. If there is a dispute over drug abuse, the trainee may be required to take a drug test. Refusal to take the test will be referred to the Board of Governors.
5. Appeals against any decision of the Disciplinary Committee must be made to the Board of Governors through the Principal.

3.4 Possible Penalties

The Disciplinary Committee may recommend one or more of the following:

- a. A written warning.
- b. Payment for any damage caused, depending on how serious it is.
- c. Suspension from the college for a set period.
- d. Removal from the hostels.
- e. Expulsion from the college by the Board of Governors, in line with the TVET Act 2013.
- f. If found with illegal drugs, the trainee will be handed over to the police before facing the Disciplinary Committee.
- g. Serious crimes that threaten safety—such as possession of weapons or robbery—will be referred to the police.
- h. Any other penalty the committee considers appropriate.

Outcome of the Disciplinary Committee

Once a decision is made, the committee will:

- Record and report the action taken to the trainee's Head of Department and other relevant offices; it will also become part of the trainee's record.
- Inform the trainee and send a copy of the decision to the parent, guardian or sponsor.
- Consider the trainee's overall conduct, past and present, not just the specific incident.

Note: These regulations and any committee decisions do not prevent the state, the police or any member of the public from taking separate legal action against a trainee in a court of law.

4.0 KIBRA TVC DRESS CODE

4.1 Dress Code Policy

The way you dress can send a message—whether true or false—about who you are. Kibra TVC’s dress code is **not meant to limit your personal rights or style**, but to promote **professionalism and decency** in the college learning environment.

To keep standards clear and consistent, please follow these guidelines:

1. **Dress appropriately.** Revealing clothing is not allowed.
 - **Female trainees:** no miniskirts or mini-dresses, crop-tops, backless tops/dresses, or shorts.
 - **Male trainees:** no uncovered vests, shorts, or bare chests.
2. **Avoid casual or torn clothing.** Sweatpants, ripped, ragged or unfinished jeans, and any outfit the management considers inappropriate are not permitted.
3. **Keep undergarments private.** Your clothing must not show undergarments when you stand, sit or bend. Outer clothes should not be see-through.
4. **Maintain neat hair.**
 - All trainees: keep hair clean and tidy.
 - Male trainees: no dreadlocks, plaited hair or dyed hair.
5. **Keep nails clean and short.** For hygiene and safety, long nails are discouraged. Nose and eye rings are not allowed on campus.
6. **Limit slippers and crocs to hostels.** They should only be worn in residential areas.
7. **Follow special dress rules for special areas.**

In workshops, labs, classrooms, sports fields and similar places, wear the required protective or appropriate clothing.

Do not wear caps, hats, hoods, marvins, durags or bandanas in class, workshops, meetings or offices.
8. **Dress safely.** Kibra TVC will not be responsible for any accidents that happen because you failed to wear proper attire.

5.0 ACADEMIC REQUIREMENTS

5.1 Fees

1. Tuition fees will follow the rates set by the **Ministry of Education**, while examination or assessment fees will follow the charges set by the respective examining body.
2. All fees must be paid **before the first day of each term**, either by banker’s cheque, Mpesa Paybill, or by direct deposit into the Kibra TVC bank account.
3. Parents, guardians or sponsors who expect difficulty in paying fees should make **prior arrangements** with the Deputy Principal- Administration and Finance.
4. All trainees must report on the **first day of the term**. Anyone who has not reported within **two weeks** of the term’s start will be treated as having left the course and their account will be closed.

5.2 General Conduct

Each trainee is expected to be serious and committed to the course they are registered for:

1. Attend all classes, practical sessions and scheduled activities **on time**. Any absence will be reported to the trainee's sponsor/parent/guardian, and action taken as per the Kibra TVC Academic Policy.
2. Hand in all assignments and projects as required. If a trainee's progress is unsatisfactory, they may be **removed from the course** and any fees paid will not be refunded.
3. Avoid any behavior that could **disrupt academic programmes**.
4. Follow all other rules and regulations set by the Board of Governors for the proper running of the programmes.

6.0 ASSESSMENT RULES AND REGULATIONS

1. Do not enter the examination room until you are allowed to do so.
2. Anyone arriving **more than 30 minutes late** after an exam has started will not be allowed to sit the paper.
3. Candidates caught with **unauthorized items**—such as mobile phones, programmable calculators, smart watches, written notes or recorded materials—will be removed from the exam room and barred from further exams until a disciplinary hearing is held.
4. You must show your **national ID, student ID and exam/fee card** (where applicable) to be allowed to sit the exam.
5. Students who owe fees will not be allowed to sit for exams unless prior arrangements have been made with their guardian and the Deputy Principal (Administration and Finance).
6. Missing an exam without a valid reason will be treated as a **fail** in that paper, and action will follow according to the Academic Policy.
7. Be seated at least **five minutes before** the exam start time or as instructed.
8. No candidate may leave the exam room **before the end of the exam** unless given special permission by the supervisor.
9. No communication is allowed **between candidates or with anyone outside** during the exam.
10. Only use **mathematical tables and calculators** approved by the examination office.
11. If you receive a **wrong question paper**, return it to the supervisor or invigilator immediately.
12. Any candidate who commits an **examination irregularity** will have the results for the **entire examination cancelled**.

7.0 WORKSHOP AND LABORATORY SAFETY

1. Always wear the required **protective clothing and safety gear** while in workshops or laboratories.
2. Make sure all **machine guards** are in place and used correctly.
3. Never operate any machine **without permission** from the trainer or technician in charge.
4. Do not operate a machine unless:
 - You have been **fully instructed** on how to use it safely.
 - You have received **enough training** and are under **close supervision**.
 - You carefully **follow all safety instructions**, especially when handling explosive, hazardous, corrosive or flammable materials.
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8.0 CARE OF COLLEGE PROPERTY

1. Take **good care** of all Kibra TVC furniture and equipment.
2. Do **not move furniture** from one place to another without permission.
3. If you cause any **damage** to furniture or equipment, you will be required to **pay for the repairs**.

9.0 HOSTEL RULES

1. Be in your room by **10:00 p.m.** every day.
2. If you plan to spend the night away, **inform the Dean of Students** in advance.
3. The Dean of Students and **security officers may inspect rooms** at any time and conduct spot checks when needed.
4. All boarding trainees must **carry their boarding pass** at all times.
5. Live only in the **room allocated** to you. Any room change needs the **Dean's approval**.
6. Keep your room **clean**; littering is not allowed.
7. Take care of your own property and **lock your room** when you are away.
8. Do not host **non-residents** in the hostels.
9. Male trainees are **not allowed in female hostels**, and female trainees are **not allowed in male hostels**.
10. If you or your group cause **damage** in the hostels, you will be required to **pay for repairs**.
11. Do not **modify, repair or remove** any hostel furniture, fittings or fixtures.
12. The use of **water heaters, microwaves, refrigerators, cookers** or similar electrical appliances is **not allowed**.
13. Trainees may **not run any business** or hawking activities within the hostels.
14. **Television sets and large music systems** are not permitted.
15. Anyone who breaks these rules will face **disciplinary action**.

10. GAMES, SPORTS AND CLUBS

1. Every trainee is encouraged to **join at least one sport or club**.
2. You may use the sports facilities **only when dressed appropriately** for the game.

3. Any **new sport or club** must be approved by the **Principal**.
4. Use sports facilities and equipment **only for their intended purpose**; if you damage them maliciously, you will be required to **pay for the damage**.
5. **Misuse of club funds** is a serious offence and will lead to **disciplinary action**.
6. Any **external invitations** to or from other teams or clubs must be **approved by the Principal** and properly arranged.

1. All trainees participating in activities outside Kibra TVC shall be expected to report back by 6.00pm.
2. Trainees participating in activities outside Kibra TVC shall be bound by the rules and regulations of Kibra TVC 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 Kibra TVC.

12.2 Theft

1. Theft, vandalism and pilferage of Kibra TVC's property 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 Kibra TVC.

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 park after 7.00 p.m.

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 Kibra TVC 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 Kibra TVC 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 Kibra TVC. DISCOS do not form part of entertainment in Kibra TVC.
- 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

KTVC/ADM/F007

KIBRA TVC
TRAINEE GUIDE DECLARATION FORM

This is to confirm that I

NAME (in full):

(Sir Name) Other Name(S)

ADM NO:

COURSE:

ID NO:

Being of sound mind, and having read and fully understood the guidelines provided, I hereby agree with the content and commit that, throughout my stay at Kibra TVC, I will adhere to all Kibra TVC policies, guidelines, and the Laws of Kenya. I further pledge to comply with the resolutions of the Kibra TVC Board of Governors (BoG) as follows:

- 1. The BoG reserves the right to implement any changes deemed necessary within Kibra TVC.
2. Entertainment activities at Kibra TVC shall exclude discos.
3. Kibra TVC upholds inclusivity and sensitivity toward Persons with Disabilities (PWDs); all trainees are expected to show respect and consideration for them.
4. Accommodation in the hostels is a privilege, not a right, and may be withdrawn if a trainee fails to comply with Kibra TVC policies, rules, or regulations.
5. No trainee with outstanding fees will be allowed to register for NITA nor CDACC examinations or assessments.
6. All trainees must strictly observe Kibra TVC dress code as outlined in the trainee's guide.
7. Kibra TVC is a drug-free zone. Any trainee found in possession of illegal substances will be handed over to the police before appearing before the Disciplinary Committee.
8. All Kibra TVC trainees are required to submit to security checks in accordance with the provisions of the trainee's guide.

I shall never participate in the destruction of Kibra TVC property, unlawful assemblies and processions. Failure to abide to the above conditions will result to disciplinary action by Kibra TVC 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: