



## KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY

### STUDENTS' GUIDE

*(Those accepting the offer should return the signed declaration on page 8 during registration.)*

#### **I. PRELIMINARY**

1. These regulations are formulated by the Board of Governors in accordance with the provisions of the Education Act (Cap 211 Laws of Kenya). The objective is to provide for the control, governance and administration of Kiambu Institute of Science and Technology (KIST).
2. The regulations came to effect on 19<sup>th</sup> April 1999, were revised on 18<sup>th</sup> June 2010 and shall be binding upon every student of KIST upon registration and so long as such student remains so registered.
3. Every student shall, before being registered, be required to read these regulations and sign the declaration appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
4. a) Nothing in these regulations shall prevent the Institute from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Institute.  
b) Such bond, assurance or undertaking when required and executed shall have same effect as if it were part of these regulations.
5. For the purpose of these regulations, the term "student" shall mean and includes any person formally admitted to a course of study within the Institute.

#### **II. THE GENERAL CONDUCT OF STUDENTS**

The following provisions shall apply with respect to the conduct of students within and so far as applicable outside the Institute precincts.

##### **(a) General Conduct**

- (i) All students are enrolled on the strict understanding that they shall comply with all rules and regulations of the Institute.
- (ii) Students are obliged to remain accountable to the Institute in respect to their relationship with members of the general public and ensure that:
  - a) All correspondences to the press or other mass media by student or officials of the students' council within the Institute in their individual capacities shall bear their names and private addresses.
  - b) All public statements affecting the Institute which are intended to be issued on behalf of any organization of students shall not be done without the consent of the Principal.
  - c) Invitations of Government Ministers, Representatives of Foreign Governments or other public personalities to visit the Institute in their official capacities shall be channeled through the appropriate institute authorities.
- (iii) All students are expected to conduct themselves in accordance with the highest standards of integrity, personal discipline, morality and in particular shall:
  - a) Respect and adhere to the administrative and academic procedures established by the board of Governors for the control, governance and operations of the institute.

- b) Respect the rights and privileges of members of the Institute community at all times.
- c) Conduct themselves in all public places with such humility and dignity as befits their status as students.
- d) Refrain from any conduct that might bring the institute, any section or programme thereof to disrepute or public ridicule.
- e) Refrain from all acts of hooliganism, unruly or rowdy behavior, (including fighting) emission of unreasonable or excessive noise, and conduct likely to cause annoyance or disturbance to others within or outside the Institutes precincts.  
Television sets and music systems shall NOT be allowed in the Hostels.
- f) Not tamper with fire fighting appliances, electrical fittings and any other fittings and fixtures wherever installed.
- g) Not use, misuse or willfully damage or destroy the Institute's, personal or public property. Student/students who engage in such activities shall bear full responsibility thereof.
- h) Not drink alcohol, appear drunk or possess the same within the Institute
- i) Not use, misuse, abuse and possess drugs.
- j) Not engage in sexual activities within the institute. Students found guilty of this shall immediately be suspended from the institute awaiting the disciplinary committee decision
- k) Not steal or handle stolen property
- l) Not keep motor vehicles or motor-cycles in the Institute premises without the written permission of the Institute. Such permission may be denied or withdrawn without giving any reason thereof.
- m) Not write, paint, draw or post pornographic materials on the walls or doors. Any student found guilty of such an offence shall be required to remove the materials and repaint the surface.

### **III. THE DISCIPLINE OF THE STUDENT(S)**

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

#### **A. Disciplinary Authority**

For the purpose of these regulations, the Principal, acting on behalf of the Board of Governors, is the disciplinary authority of the Institute and may in that capacity:-

1. Vary or add to the list of disciplinary offences specified herein, with approval of the Board of Governors.
2. Suspend a student proved to have committed disciplinary offence pending disciplinary action, in consultation with the disciplinary committee.
3. Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

#### **B. 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, meals, tutorials, practical lessons and other courses of instruction and assault or issuance of threats to the students in contemplation or furtherance of any such boycotts.
2. Assault of members of staff and or use of abusive language.
3. Any form of picketing or organized obstruction of students and or staff in any manner whatsoever.
4. Any attempt to conceive, design or affect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of KIST programs.
5. Malicious or willful damage, loss or theft of Institute's property.
6. Disorderly conduct and molestation of other members within or outside the Institute.
7. Any attempt to convene, organize, participate/involve in demonstration, gathering or procession, without the knowledge of the Institute's administration.
8. Drunkenness or disorderly behavior, possession and abuse of drugs which are prohibited by law and the Institute.
9. Conviction in a court of law for commission of criminal offence of such a nature as should, in the opinion of Board of Governors, warrant expulsion from the Institute.
10. Female visitors in the men's hostels or male visitors in the female hostels. This shall lead to expulsion from the hostel or suspension from the Institute
11. Carrying utensils and eating outside the KIST cafeteria. This shall warrant a disciplinary action against the offender.

#### **C. Disciplinary Procedures**

1. All disciplinary offences and remedial action taken thereof shall in the first instance be reported to and dealt with by the disciplinary committee constituted as follows: Deputy Principal – (Chairperson), Head of Department concerned, Master on duty, Dean/ Deputy Dean of Students - (secretary) and co-opted or invited members as may be found necessary
2. All appeals against the decisions of the disciplinary committee shall be made to the Board of Governors through the Principal.

#### **D. Penalties**

1. The Disciplinary Committee shall have power to recommend any or more of the following penalties:
  - a) A letter of warning or reprimand.
  - b) The payment for damages commensurate with the nature and gravity of the offence committed.
  - c) Suspension from the Institute for a specified period.
  - d) Expulsion from the hostels or the Institute.
  - e) Any other penalty which the committee may deem fit to impose or recommend to the Board of Governors.
2. A student shall be expelled with the approval of the Board of Governors in accordance with Education Act cap. 211.
3. On arriving at an appropriate penalty or a combination of penalties thereof, 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 student.
4. The record and decision of any disciplinary action taken against a student shall be reported to his/her HOD and the Principal and shall form part of the students' record.
5. The disciplinary action taken will be communicated to the student and copied to his/her parent, guardian or sponsor.

#### **NOTE**

The provisions of these regulations and any decisions made by disciplinary committee hereunder shall not take away the right of the police or any member of the public so entitled, to bring any action, or to Institute criminal proceedings in respect of the same state of facts against any student in a court of law, nor shall anything herein prevent the State from taking any action which it may deem necessary against any student in the interest of security and public order.

#### **IV. INSTITUTE DRESS CODE**

The dress code is applicable to all students and is part of our policy to provide and maintain high professional and moral standards in the Institute. What we wear can suggest, persuade, connote or give the wrong impression. Toward the realization of a decent and respectable dress code. Institute has provided general guideline outlined hereunder

These prescribe that;

1. Dressing shall be decent. clothes that one would wear lounging at home, going to breach or going to a dance club are not recommended within the institute
2. No dressing shall reveal under garments either while standing, sitting or bending. Undergarments shall not be seen through the outer garments.

3. Hair shall be kept clean and neat at all times. . Men shall not plait or straighten their hair. Dreadlocks are not allowed
  4. Casual items such sleeveless shirts/vests, shorts, tight jeans, tumbo-cuts, unfinished jeans, studs /earring or 'bling bling' for men are not allowed within the Institute
  5. Any form of dressing that aims at promoting cultural practices shall not be acceptable
  6. Nails shall be kept at a length that will ensure hygiene and safety. Men shall not paint their nails.
  7. Bathroom slippers shall be restricted to residential areas only
  8. Specific dress code shall be observed for specific areas like workshops, laboratories, sport fields etc. if protective clothing is called for then it must be worn.
  9. The Institute shall not be held responsible for an accidents arising from lack of proper attire
- N/B In case of any doubts, clarification of the accepted mode of dressing can be obtained from the Dean's office.

## **V. ACADEMIC CONDUCT**

### **A. Academic Requirements**

1. Fees
  - a) The Board of Governors reserves the right to revise fees from time to time as the cost of living dictates and shall inform the parents in advance.
  - b) All fees shall be paid on or before opening day and shall be payable to the Institute by banker's cheque or deposited directly into the institute's account
  - c) Any parent/guardian/sponsor with fees problems shall make prior arrangement with the principal
2. All students shall be required to report on the first day of the term
3. Any student who shall not have reported within the first two weeks after commencement of the term shall be considered to have excluded himself /herself from the course.

### **B. General Academic Conduct**

All students shall apply diligence to the courses of study approved by the Board of Governors and for which they are registered and in particular shall:

1. Except for a very valid reason, attend all lectures, practical lessons, and other scheduled courses punctually. Irregular attendance shall be communicated to the student's sponsor/parent/guardian and may lead to suspension and or expulsion of the student from the Institute.
2. Submit their assignment and projects as required by the department. Any student whose progress on a course of study is unsatisfactory shall be withdrawn from the course and any fees paid shall be forfeited.
3. Refrain from any conduct whose object or logical consequence is to disrupt the operation of the academic programs of the Institute.
4. Students shall not be allowed to use mobile phones during class time.
5. Comply with all other rules and regulations made by the Board of Governors from time to time for the proper conduct of specific programs.

### **C. Examination Rules and Regulations**

1. Candidates shall not enter the examination venue until allowed to do so.
2. Candidates shall be seated in the examination room five minutes before the start of the examination or as specified
3. No candidate shall be allowed to sit an exam thirty (30) minutes after the exam has started
4. All candidates shall be required to present their national identification cards, exam cards, and students ID in order to be allowed to sit the exam
5. Candidates with fees arrears shall not be allowed to sit exams.
6. Candidates shall sit one meter apart and those sitting similar papers shall not sit next to one another
7. Candidates caught with unauthorized materials shall be expelled from the examination room and barred from sitting in any other exam. Unauthorized materials include phones, calculators, written materials, recorded materials etc
8. A student who fails to sit for an examination without good cause shall be deemed to have failed in that paper and this shall result to a re-sit that will only attract a maximum of 40%..
9. No candidate shall be allowed to leave the examination room before the end of the period allocated for the paper except by special permission by the supervisor.
10. No communication whatsoever, in whatever manner, shall be allowed between candidates or with any outsider during examinations.
11. Mathematical tables and calculators shall be used only when specified by the Examination office
12. A candidate shall return immediately to the supervisor any incorrect question paper given to him/her.
13. Any candidate who commits an examination irregularity in any paper shall have the results of the whole examination cancelled.
14. Comply with all other rules and regulations stipulate by any examining body from time to time.

#### **D. Library Rules and Regulations**

1. Use of the Library  
Library facilities shall only be used by bonafide members.
2. Noise
  - (a) Silence shall be maintained at all times.
  - (b) Use of Mobile phones is prohibited.
3. Conduct
  - (a) Library users shall conduct themselves in a disciplined manner and be mindful of other users.
  - (b) Library facilities and services are limited and therefore shall be shared fairly.
  - (c) Cases, parcels, overcoats, bags, files and overalls shall not be allowed in the Library.
  - (d) Students shall be subjected to inspection at the counter by library staff when leaving the Library.
  - (e) Eating and drinking in the library are prohibited.
4. Time  
The library shall operate during the following hours:

|                 |                      |
|-----------------|----------------------|
| Monday – Friday | 8.00 a.m – 10.00 p.m |
| Saturday        | 8.00 a.m – 4.00 p.m  |
5. Penalties
  - (a) All borrowed books shall be returned the last date and time stamped on the date label. A fine of five shillings shall be charged per day per book until it is returned.
  - (b) Borrowers with overdue books and outstanding fines shall not be allowed to borrow books and other library materials until cleared.
  - (c) All library fines shall be payable at the Accounts Office.
  - (d) Damage of library property shall lead to a surcharge or replacement.
6. Borrowing books
  - (a) A student shall be required to produce a student's identity card in order to borrow a book from the library
  - (b) Students shall report immediately to the library staff on duty if they misplace or lose their library borrower's cards or the books they have borrowed from the Library.
  - (c) Students shall take to the library any misplaced library books found anywhere in the Institute compound.
  - (d) Books read in the library shall be left closed on the tables. Users shall not return books to the shelves.
  - (e) Borrowed book that shall not have been returned by the fourth week shall be considered lost and the student shall take responsibility of replacing it forthwith.
  - (f) Students shall not have replaced lost books shall not be admitted back in the Institute the following term until after replacement.
  - (g) All borrowed book(s) shall be returned to the library at the end of every term.

#### **E. WORKSHOPS/LABORATORIES SAFETY RULES AND REGULATIONS**

1. A student shall wear protective clothing and devices in the workshops at all times.
2. Machines shall be used with their protective guard at all times.
3. A student shall never operate any machine without permission from the lecturers in charge or technician.
4. A student shall 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 supervision.
5. A student shall closely follow instructions and directions in the use of explosive, hazardous, corrosive and inflammable materials.

#### **VI. HOSTELS RULES AND REGULATIONS**

1. All students shall be in their rooms by 12.00 midnight from Sunday night to Thursday night. Those who wish to extend this time shall seek permission from the Master on Duty or the Dean of Students
2. On Friday and Saturday students shall be in their rooms by 1.00 am
3. Residential students who wish to spend the night away from the Institute shall inform the Dean of students.
4. The Dean of Students Master on Duty or Security officers shall have the right to inspect the rooms at any time and may conduct spot checks whenever necessary.
5. All students shall reside in the allocated rooms and change shall only be allowed with the consent of the Dean of Students.
6. Students shall be responsible for cleanliness of their own rooms and shall ensure that the compound is tidy. Littering is not allowed
7. Students shall be responsible for their own properties and wardrobes shall be locked during any absence.
8. Students shall not accommodate any none residents members in the hostels

9. Repair to damages in the hostels caused by a student or group of students shall be paid for, by those responsible
10. No student shall be allowed to modify, repair or remove furniture, fittings or fixtures in the hostels.
11. Use of room and water heaters, microwaves, refrigerators, cookers and any other such electrical appliances is prohibited in the hostels. Desktop computers are not allowed in the hostels
12. All boarders shall be required to clear from the hostel every end of the term.

## **VII. KIST CAFETERIA /KITCHEN RULES AND REGULATIONS**

### **1) MEALS**

- a) Meal times shall be served as follows: breakfast 6.00 a.m. – 9.00 a.m., Lunch 12.00 Noon – 3.00 p.m., Supper 6.00 p.m. – 8.00 p.m. and shall be adhered to strictly.
- b) In case of a sick student, this should be communicated to the Cateress.

### **2) CAFETERIA ETIQUETTE**

- a) Students shall queue for meals in an orderly manner.
- b) All meals shall be taken in the Cafeteria and not any other place. Meals from outside are not allowed in the Cafeteria.
- c) Dust coats and overalls are strictly **NOT** allowed in the Cafeteria.
- d) The kitchen is strictly out of bounds to students.
- e) Any complains and compliments regarding the meals shall be made through the Student's representative to Cateress
- f) High sense of respect shall be exercised to the kitchen staff and other students.
- g) Students shall give the kitchen staff time to clean the hall after meals.
- h) Students shall be seated while taking their meals
- i) Food remnants shall be emptied in the provided bins
- j) Night dresses/gowns/pajamas shall not be allowed in the Cafeteria
- k) Prolonged stay after meals **MUST** be avoided to give room for other students.
- l) Shouting and banging of tables is prohibited.
- m) Standing on tables and chairs shall not be allowed.

### **3) CARE OF CAFETERIA FURNITURE AND OTHER EQUIPMENT**

Students shall take great care of Institute's property in the Cafeteria. Any damage caused shall be chargeable to the responsible student(s).

## **VIII. GAMES/SPORTS AND CLUBS RULES AND REGULATIONS**

1. All students are encouraged to be members of at least one game/sport and one club.
2. A student shall only be allowed to use games facilities if properly dressed for the game.
3. Any new games or club activity shall be approved by the Dean of Students.
4. All games facilities and equipment shall be used for their rightful purpose, in case of malicious damage the student concerned shall be surcharged
5. Misappropriation of club funds is an offence and disciplinary action shall be taken.
6. Any invitation to or by external teams and clubs shall be approved by the Dean of Students.
7. All students participating in activities outside the Institute shall be expected to report back by 6.00 pm
8. Students participating in activities outside the Institute shall be bound by the institute's rules and regulations at all times.

## **IX. SECURITY RULES AND REGULATIONS**

1. General conduct
  - a) Students shall show respect to each other and to the personnel charged with responsibility of enhancing security.
  - b) Students shall show respect to the non-students who directly or indirectly have relationship with the Institute e.g. residents, visitors etc.
  - c) Students shall neither visit nor harvest anything from staff quarters.
2. Theft
 

Theft, vandalism and pilferage of Institute's and Private property are prohibited and shall be dealt with severely by the Administration or may be handed over to the police.
3. Loitering
  - a) Students shall confine themselves within tuition and boarding areas.
  - b) Students shall avoid being in the workshops, car parks, after 7.00 p.m.
  - c) Students shall refrain from idling between the Institute's gate and the Kiambu-Nairobi Road.
4. Visitors
 

Visitors to students shall be booked by the security personnel on duty and identified by the student concerned. Such visitors shall not be allowed within the institute beyond 6.00 p.m.

Below are the officials visiting hours

- Monday – Friday 4.00 pm – 6.00 pm
  - Saturday – Sunday – 12.30 pm – 6.00 pm
5. Environmental care  
Students shall at all times follow the established foot paths and not destroy any of the trees/sign posts etc within the compound. Students shall not litter.
  6. Entertainment
    - a) Students shall confine themselves within the entertainment area.
    - b) Any noise level shall not become a nuisance to the residents and members of the public.
  7. Enforcement
    - a) The security personnel on duty is empowered to make enquiries from anybody entering or leaving the Institute at all times.
    - b) The security officer has the powers to inspect any luggage.
    - c) Security personnel are empowered to enforce all the above stated regulations

## X. CONSERVATION OF ENERGY

All students shall be required to:

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

## XI. KISA CONSTITUTION

1. Eligibility of Membership - Article 04
  - a) Upon admission to KIST, all students shall be bonafide members of KISA
  - b) Such a student shall attend a KISA General Assembly

N/B all students are encouraged to read the KISA constitution which is available in the library

2. Cessation of membership - Article 06
  - a) A student shall cease to be a member of KISA when he/she terminates studies or is discontinued from studying at KIST.
  - b) No membership fee or part of it shall be refunded to a student who ceases to be a member of KISA.
3. KISA Office Bearers - Article 07
  - a) Pursuant to Article 4, section 1, only bonafide members of KISA shall hold office
  - b) Candidates **MUST** have passed in previous examinations prior to election or appointment.
  - c) Candidates **MUST** be nominated by at least 10 bonafide member and recommended by his/her HoD
  - d) A KISA President, **MUST** have served as a KISA official or a class representative
  - e) The President can only vie for the post for a maximum period of two terms i.e. two Academic Years.
  - f) For a person to qualify to vie for an office, he/she **MUST** have one academic year including the applying term.
4. Vacation of Office - Article 08
  - a) An office bearer shall vacate office when a member:
    - (i) Completes his/her term
    - (ii) Ceases to be a student of KIST
    - (iii) Fails in and is referred
    - (iv) Is removed from office by a two-thirds (2/3) majority vote of the General Assembly.
    - (v) Submits a resignation letter to the President and a copy to the Dean of Students before leaving the office.
    - (vi) A President who wishes to resign shall present his resignation letter to the Dean of Students.
  - b) The Principal/administration of KIST reserves the right to bar any student from becoming or remaining in KISA government for reasons of unbecoming behavior, questionable character, and evident wrong doings.

## XII. MISCELLANEOUS MATTERS

- a) The BOG reserves the right to change, add to amend, or otherwise vary these regulations as deemed necessary.
- b) Specific rules and regulations for the hostels, library, workshops and other specific facilities are available in the Library.

Failure to adhere to any of the above or implied regulations, shall lead to suspension from use of facilities or from the Institute pending the decision of the Disciplinary Committee / Board of Governors



**KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY**

**STUDENT GUIDE DECLARATION FORM**

This is to confirm that I

NAME (in full): .....  
(SURNAME) 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 KIST, abide by all the Institute’s policies, Guidelines and the Laws of Kenya. I commit to abide with the KIST Board of Governors resolutions that:

- 1) The Board of Governors reserves the right to effect whatever changes they may deem fit within KIST.
- 2. Entertainment in the institute **shall not include DISCOS.**
- 3. Accommodation in the hostels is a privilege and not a right and can be withdrawn if one fails to observe KIST policies, Rules and Regulations.
- 4. No student with fees arrears shall be registered for KNEC examinations.
- 5. Every student shall carry his/ her own utensils (cutlery and crockery) for use in the cafeteria while in the institute (The institute shall not provide **ANY** utensils (cutlery and crockery) to students.
- 6. The institute shall **ONLY** serve the meals as per the menu in the cafeteria and within the scheduled meal times. **NB:** Cafeteria meals are a choice NOT a must.
- 7. Institute dress code shall be adhered to as strictly provided for in the students guide (*KIST/PRIN/ST/2015/012/Rev.001*).
- 8. ALL KIST students are required to submit to a security check at the Gate.
- 9. I shall never participate in the destruction of KIST property, unlawful assemblies and processions.

Failure to abide to the above conditions will result to disciplinary action by the KIST administration

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

Witnessed by (Parent/guardian/sponsor)

NAME (in full): .....

ID NO .....

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

Witnessed by (HOD/Deputy HOD/Lecturer)

NAME (in full): .....

DESIGNATION.....

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