THE SHAMBERERE NATIONAL POLYTECHNIC

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COLLEGE RULESAND REGULATIONS

1. INTRODUCTION:

The primary objective of TSNP is to provide quality human resource through Technical, VocationalEducation and training. To achieve this primary objective, there is need to have a good trainingenvironmentdevoidofanydistractingfactors.TheTSNPcommunitywouldthereforewishtoestablish anatmosphereof mutualrespect,confidenceandunderstandingamong itsmembers.

The following rules and regulations have been drawn to enable us achieve the above objectives. It iswith this background understanding that all the trainees of TSNP are advised to follow the rules andregulationsfor their owngood.

WesubmitthattheTSNPadministrationandthetrainingfraternitywillenforcethefollowingrulesandregulatio nsfairyand consistently.

All trainees are enrolled on strict understanding that they will comply with all rules and regulationsissuedbythis Institute.

2. SMOKING

Smokingisnotpermittedwithintheinstitute'scompoundandallcollegehostels.

3. USEOFNARCOTICS:

Possession,handlingorconsumptionisacriminaloffence(punishablebylaw).

4. USEOFALCOHOL:

Consumption or possession or handling of alcohol within the institution is strictly not allowed and traineesfoundunder influenceofalcoholwillbedisciplined.

5. ATTENDANCE:

Attendance of all classes and other scheduled tuition are **compulsory.** For any absence trainees mustobtainwrittenpermissionfrom HeadofDepartment.

6. ASSEMBLYANDOTHERGENERALMEETINGS:

Attendanceofallassembliesandothermeetingsiscompulsory. Traineeswillbenotifiedofsuchand ALLwillberequiredtoattendeitheratcollege,departmentalorclasslevelwhenevercalledupon.

7. PERMISSIONTOLEAVECOMPOUND

Trainees wishing to be away during the week days will be required to get a leave-out from the respectiveHOD, and report back to the same HOD. Any trainee, who leaves the college unofficially, will do so athis/herownrisk, andthecollegewillnotconcedetoanyliabilityarising thereof.

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8. BOARDERS

Allboardersareexpectedtobewithin theInstitutecompoundnotlaterthan8.00p.m.

9. DAYSCHOLARS

Day scholars should not be found any where within the Institute compound past 7.00p.m. Day scholarswhowishto dotheir preps inthecollegeshouldleaveby7.00pm.

10.TIMESCHEDULE:

Monday –Friday	Activity
a) 6.30am–7.30am	breakfast
b) 7.30am–6.00pm	lessons
c) 10.00am–10.30am	teabreak
d) 1.30pm – 2.00 pm	lunchbreak
e) 6.00pm–7.00pm	supper

11. LIBRARY:

Library rules and regulations will be made available and must be strictly followed. The rules in thelibrary have to be strictly followed to allow efficient services to be offered. The librarian has theauthority to withdraw or refuse library services to a trainee who disregards the library rules andregulations.

12. AREASOUTOFBOUNDS

Unlessspecialpermissionisobtainedfromtheofficerincharge,thefollowingareasareoutofboundtotrainees:Staffroom and Kitchen.

i. Femalehostelsareoutofboundtomaletrainees.
ii. Malehostelsareoutofboundtofemaletrainees.
iii. Staffquarterisstrictlyoutofboundtotrainees.

13. VISITORS:

i) Allvisitorsmustobtainagatepass.
ii) Visitorsarenotallowedinthehostels.
iii) Allvisitors'vehiclesortaxishouldnotgobeyondtheofficialcollegecarpark.
iv) Boda boda will not be allowed beyond the institution's gate.
v) Allthevisitorsmustleavethecollegeby5.00p.m

14. USEOFDINNINGHALL:

a) Meals are served on a PAYE basis. Trainees are expected to adhere to the normal Cafeteria rules e.g.Queuing.

b) Mealsandkitchenequipmentmaynotbetakentothehostels UNLESSpermissionobtainedtodosofromthe cateresse.g.whena trainees sick.

c) Thecollegedoesnotprovidespecialmeals.

15. HOSTELS:

Traineeswhowishtostayinthecollegehostelswillberequiredtoapply.Thosewhowillbeofferedachancemusto bservethefollowing rules:

a) Traineesareresponsibleforcleaningoftheroomsandcorridors.

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b) Trainees who cause damage to fittings of the hostels e.g. window panes, handles, electricalfittings, sanitary fittings, door and beds, padlocks shall be made to pay for the repair orreplacementofthesameand maybedeniedfurtherusageofthehostelfacilities.
c) Cookinginthehostelsisprohibited.
d) Hostelfacilitiesshallbedeniedtopregnant trainees.Theybecomenon-residents.
e) Noobsceneliteratureornudepicturesshouldbedisplayedordrawnonthewalls.
f) The Dean's office or any other authorized members of staff may make surprise inspections to thehostelpremises at anytime.

16. ENTERTAINMENT

TheInstitutepaysmonthlysubscriptiontomultichoiceforDSTVprogrammes.Moneyforthemonthlysubscriptionisdeductedfromthetrainees' council kitty.

17. ILLNESS:

Anysicktraineemustseekmedicalattentionimmediately.

18. MODEOFDRESSING:

All trainees are expected to be neatly dressed. Tight fittings/outfits should not be worn in the college.Indecent outfits, adorning of hats in class or official functions, use of slippers or *akala* in class andotherofficialareasis notallowed.

19. ORDERLINESS:

a) Fighting,stealinganduseofvulgarorabusivelanguageisprohibited.
b) Mobile phones should be switched off or kept in silent mode in offices, classes, assembly andanyother generalmeeting.
c) Mobilephonesarenotallowedinexaminationrooms.

20. PERSONALSECURITY:

(a) All trainees will be provided with the college identity card which should be produced whenever it isrequired. Thecostforlostordamaged collegecard willbemet bythe trainees.
(b) Whilethecollegewillendeavortoprovidesecurityguards,thecollegewillnotbeheldresponsibleforthelossofpersonalbelongings.
(c) Security rules and regulations must be strictly adhered to.(d)Passingthroughthefenceisprohibited.
(e)Acrossthefencetransactionsintheprecinctofthecollegeareprohibited.

21. ACADEMICPROGRESS:

Attendingtolecturesiscompulsoryforalltraineesunlesswithwrittenpermissionfromthe HOD.Anytrainee found having failed to attend lectures will face disciplinary action as spelt out in the academicpolicy. Any trainee who does not attend more that 75% of the lectures will not be allowed to sit for theexams.Alltrainees arerequired toreporttothecollegeonthefirstdayoftheterm/semester.

All examinations, tests, assignments, practical's, projects and any other relatedacademic work aremandatory.Throughoutthedurationofthecourse,traineesareexpectedtotaketheirstudiesseriouslyand maintain above average academic standards. Warnings may be given in case of poor performance.**The Academic Committee** may recommend the termination of your studies on the basis ofcontinuedpoor performance.

22. WORKSHOPS&LABS

Alltraineeswillberequiredtoobservethesafetyrulesandregulationsintheirrespectiveworkshopsasissued by the HOD's or the in charge i.e. technician. Any trainee who breaks or loses a laboratory or aworkshopitem willberequiredtoreplaceitimmediatelyandwithinthesameterm.

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23. BOARDINGANDCATERINGISSUES:

Boarding and catering issues shall be forwarded to the administration through the Dean of trainees.Such issuesmustbeforwardedtothesaid officerbytherespectivetraineeleader.

24. COLLEGEFEES:

a) Traineesmustpayfeesonorbeforethestartoftheterm/openingdayinfull.
b) Upon payment of the recommended fees, a trainee will be issued with a clearance card to entitlehim/herto access services.
c) Itisthecollegepolicythatthe feepaidisnotrefundable.

25. CHANNELSOFCOMMUNICATIQN

Itshallbeasfollows:

a) Academics

Classrepresentatives → Subject/unittrainer → Head of section → Head ofDepartment → D/principalacademics → Principal.

b) Nonacademic

Dutymaster → Deanoftrainees → D/principaladministration → Principal.

26. FREEDOMOFWORSHIP

The college is non-denominational. Each trainee is free to practice his/her faith but should respect therights of others. Religious groups wishing to utilize Institute facilities must obtain permission fromDeanof trainees.

27. CLUBSANDSOCIETIES

Trainees are free to join clubs, unions, and association's e.t.c that are officially registered through theoffice of the Dean of trainees. They should comply with rules and regulations set by their respectiveareasof concern.

28. GUIDANCE&COUNSELING.

All trainees requiring/seeking guidance and counselling are urged to do so. They can seek services frompeercounselors,anytrainertheytrustor theguidanceandcounselingdepartmentofficers.

The above rules and regulations may be revised from time to time without consulting thetrainees. All trainees are to adhere to all the above rules and regulations, and any otherrules as may apply to other sections which are not mentioned above within the collegefailure to which will lead to disciplinary action *met* commensurate with the magnitude oftheoffence committed.

I(Fullname).....Course.....IDNo.....

Adm.No..... Haveread,understoodandagreetoabidebyalltheaboverulesandregulations in force and any punishment that is prescribed on defiant before

admission.Sign.....Date.....

Witnessedbv:

Name.....IDNo.....Date.....

Relationship.....Sign.....

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