

TOM MBOYA LABOUR COLLEGE

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RULES AND REGULATIONS GOVERNING THE ASSOCIATION, CONDUCT AND DISCIPLINE OF THE STUDENTS OF TOM MBOYA LABOUR COLLEGE

1. PREAMBLE

- 1.1. Tom Mboya Labour College is a community where students of different backgrounds learn to work and leave together. A community needs rules in order that no one person will violate the rights of others. The rules are, therefore, based on the principle of respect for the rights of others and for that reason should be observed for the benefit of all.
- 1.2. These regulations are made by the Academics Committee in accordance with the provisions of Tom Mboya Labour College Academic Operations Manual © November 2011 whose object and purpose, inter alia, is to provide for the control, governance and administration of the Academics Department.
- 1.3. These regulations come into effect in September and shall be binding upon every student of the college upon registration, & signing of the student's code of good conduct and so long as such student remain so registered.
 - 1.3.1. Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration, appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
 - 1.3.2. Failure or refusal to comply with clause [1-1.3-1.3.2] herein may constitute ground for denial of registration.
- 1.4. Nothing in these regulations shall preclude the college from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the college.
 - 1.4.1. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.
- 1.5. For purposes of these regulations the term "student" means and includes:
 - 1.5.1. Any person who has formally been admitted to a course of study for a diploma or any other course within Tom Mboya Labour College;
 - 1.5.2. All occasional students who are registered students of another college but are admitted to courses of study within Tom Mboya Labour College;
 - 1.5.3. All other individuals who are registered for any other form of study within Tom Mboya Labour College;

2. STUDENT'S ASSOCIATION

- 2.1. There shall be established in the college a Students Council approved by The Principal and whose objects and purposes shall be:
 - 2.1.1. The promotion of the welfare of the students of the college
 - 2.1.2. The promotion of the academic welfare of students
 - 2.1.3. The development and encouragement of worthy traditions of social and academic life in the college
 - 2.1.4. The establishment of cooperation with such other organizations of students within the college as may be recognized by the Principal
- 2.2. Membership of college Students Council shall be open to all students registered in Tom Mboya Labour College on payment of such fees as may be prescribed by the College.
- 2.3. The Students Council established in accordance with these regulations shall not be dissolved except by resolution of the Principal.
- 2.4. The Students Council shall determine its own interim organ and procedures and, in particular shall develop a constitution setting out clearly:
 - 2.4.1. The officers of the Council;
 - 2.4.2. The duties and powers of such officers;
 - 2.4.3. The frequency of and the procedures at the meetings;
 - 2.4.4. The source of funds of the Council;
 - 2.4.5. The purpose to which the funds of the Council are to be applied;
 - 2.4.6. The manners and form in which professional/academic associations of students are to be represented in the Students Council.
- 2.5. For purposes of student membership in the Council, the following procedure shall apply:
 - 2.5.1. For purposes of section 2-2.1 of the act, the college recognizes the Students Council as a body representative of the students of the college.
 - 2.5.2. For membership in other bodies which deal with student's welfare, Tom Mboya Labour College Students Council shall be represented as may be determined by Principal.
- 2.6. In addition to any other permits required by law, all meetings and other activities of Tom Mboya Labour College Students Council and of any groupings of students (whether professional, academic or otherwise) to be held within the college precincts, shall not take place until permission is first obtained from the Principal, and where such meetings or activities are held in the Residential halls, with permission from the Housekeeper.
- 2.7. For purposes of continuity, the Tom Mboya Labour College Students Council shall hold its general elections during the first semester of each academic year and in accordance with the relevant clause in Council's constitution.

3. THE CONDUCT OF STUDENTS

3.1. The following provisions shall apply with respect to the conduct of students within and, so far as is applicable, outside college precincts:

3.1.1. **General Conduct:** all students shall conduct themselves in accordance with the highest standards of integrity, personal discipline, and morality, in particular, shall:

3.1.1.1. Respect and adhere to administrative and academic procedures and structure established by Tom Mboya Labour College act for control, governance and operations of the college.

3.1.1.2. Respect the rights and privileges of the members of the college community at all times;

3.1.1.3. Refrain from any conduct that might bring the college or any section or programmes therefore to disrepute or public odium;

3.1.1.4. Carry themselves in all public places or for with such humility and dignity as befits their status as mature and responsible citizens.

3.1.2. **Academic Conduct:** all students shall apply themselves diligently to the course of study approved by the Regsitsrar and for which they are registered and, in particular shall;

3.1.2.1. Except for good cause, attend lectures, tutorials, seminars, practical and other scheduled courses or instructions;

3.1.2.2. Refrain from any conduct whose object or logical consequence is to disrupt the operations of academic programmes of the college;

3.1.2.3. Comply with all other regulations made by departments and faculties for the proper conduct of specific programmes;

3.1.2.4. Comply with regulations of assessments and examinations as approved by the Board.

3.1.2.5. Shall be considered as having absconded from the college should a student be absent from class and the college precincts for more than two weeks consecutively or cumulatively;

3.1.3. **Residential conduct:** all students shall conduct themselves with responsibility and maturity while in residence at the college off-Campus and, shall strictly observe the following:

3.1.3.1. Adhere to the list of allocation of rooms determined by Housekeeper. Change of rooms or residential halls, once allocation has been made, shall not be allowed without written permission from the Housekeeper;

3.1.3.2. Share rooms, in addition to other facilities of common use;

3.1.3.3. Admit visitor to their rooms only between the hours of 10am and 10pm. Any extension of these time will only be made with approval of the Housekeeper;

3.1.3.4. Remove no furniture or equipment from classroom, their rooms or any other parts of the residential halls, or from other premises within the college and

catering services except by permission from the Head of Department of section concerned.

3.1.3.5. Report any losses, breakages or missing items immediately to the housekeepers or custodians of the residential halls in which the losses/breakages or missing items occur.

3.1.3.6. Except with the written permission of the Housekeeper, vacate all rooms within vacations. Such permission will only be granted on advice from college authorities. Vocational residence will be in a specified residential hall and paid for in advance.

3.1.3.7. Report all absence from residence to the administrator responsible for that particular residential hall. Any resident absent from the residence for a continuous period of two weeks without prior permission from Academics/Housekeeping Departments, shall be deemed to have forfeited his/her residence.

3.1.3.8. Ensure that the rooms are clean and tidy all the times and devoid of any form of defacement.

3.1.3.9. Use video tapes, radios or any musical instrument in the residence on condition that the sound does not cause any disturbances, and that they are played between 6.00am and 11.00pm

3.1.3.10. Refrain in all circumstances from interfering or tampering with electrical installations and fittings,

3.1.3.11. In the event of pregnancy either before or after taking residence, the women student will;

3.1.3.11.1. Report that condition to the Principal within three months of the occurrence

3.1.3.11.2. Move out of residence at least three months before confinement

3.1.3.11.3. Apply for accommodation in residential hall three months after confinement should such student wish to live in the campus;

3.1.4. Desist from tampering with fire-fighting appliances wherever installed, and shall use such appliances for fire-fighting purposes only,

3.1.5. Desist from misuse or willful damage to or destruction of college property, in default of which such student or group of students shall bear full responsibility thereof;

3.1.6. Avoid such drunkenness or drunk behaviour as would constitute a disturbance to other students and staff of the college;

3.1.7. Not peddle or use drugs, and totally refrain from use of drugs, the possession of which is prohibited by law; and

3.1.8. Not keep any offensive weapons in college premises.

4. THE DISCIPLINE OF STUDENTS

- 4.1. The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences herein, whether such offences are committed within or outside the college precincts:
- 4.1.1. **Disciplinary Authority:** For purposes of these regulations, the Principal, acting on behalf of the Board, is the disciplinary authority of the college and may in that capacity:
- 4.1.1.1. Vary or add to the list of disciplinary offences specified herein until, but such action shall cease to have effect unless approved at the next meeting of the Board;
- 4.1.1.2. Suspend any student suspected of committing any disciplinary offence under this regulation from the college pending disciplinary action;
- 4.1.1.3. Take any other measures necessary for the proper operation of disciplinary procedures set out herein.
- 4.1.2. **Disciplinary offences:** any infringement, infraction or persistent disregard or contempt of any sections 1-3 above shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with this clause;
- 4.1.3. Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations:
- 4.1.3.1. Boycott of scheduled lectures, tutorials, practical's and other courses of instruction and examinations and assault of or issuance of threats, written, or verbal, to other students in contemplation or furtherance of any such boycotts;
- 4.1.3.2. Assault or threaten members of staff while discharging their duties;
- 4.1.3.3. Any form of picketing or organized obstruction of students and staff in any manner whatsoever;
- 4.1.3.4. Any attempt to conceive, design or effect any scheme or stratagem of whatever nature whose object or logical consequence is to disrupt the due operation of Academic programmes;
- 4.1.3.5. Malicious or willful damage to, or loss of college property;
- 4.1.3.6. Disorderly conduct and molestation of other members of the college community;
- 4.1.3.7. Admission of unauthorised persons into the hall of residence;
- 4.1.3.8. Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions, or public ceremonies for which permission has not been obtained from the College or Government authorities;
- 4.1.3.9. Drunken and disorderly behaviour, willful disturbance of others and abuse or use of drugs the possession of which is prohibited by law; and

- 4.1.3.10. Conviction in a court of law for commission of a criminal offence of such a nature as should, in the opinion of the Board, warrant expulsion from the College.

5. DISCIPLINARY PROCEDURES

- 5.1. All disciplinary offences shall in the first instance be reported to and dealt with by the Registrar:
- 5.1.1. All disciplinary offences committed within the hall of residence or all such offences as relate essentially to the proper conduct of residential affairs shall be reported to the Registrar and Housekeeper for action.
- 5.1.2. If any matter reported to the housekeeping is, in its opinion, essentially of an academic nature or involves issues extraneous to the residential affairs of the Hall Concerned, such a matter shall be transmitted at once to the Registrar for action.
- 5.1.3. All other disciplinary offences wherever committed shall be reported to the appropriate Disciplinary Committee for action.
- 5.1.4. All appeals arising from the decisions of Registrar or other Disciplinary Committees in respect of matters falling within their respective jurisdictions shall be made to the Principal.
- 5.2. At all proceedings of a disciplinary session before which he/she is summoned, the student shall be entitled to a fair hearing and to appeal to the Principal.

6. PENALTIES

- 6.1. Disciplinary Committees shall have power to impose any one or more of the following :
- 6.1.1. A letter of warning or reprimand;
- 6.1.2. The payment of damages commensurate with the nature and gravity of the offence committed;
- 6.1.3. Suspension from the college for a specified period;
- 6.1.4. Expulsion from the halls of residence;
- 6.1.5. Any other penalty which the committee in question may deem fit to impose or recommend to the Principal.
- 6.2. No student may be expelled from the college except with approval of the Principal.
- 6.3. In arriving at an appropriate penalty or combination thereof the appropriate Disciplinary Committee shall be at liberty to consider the total conduct (past and present of the student within or outside the college and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
- 6.4. The record and decision of any disciplinary action taken against a student shall be reported to his/her Head of the Department, Hall Administrator and any other responsible entity and shall form part of the students' record at those levels.

- 6.5. Nothing in this section shall preclude the Principal from processing against any student under relevant College statutes, nor shall anything in these regulations be read so as to impede the power of Department, Registrar and Principal in respect or the administration of Academic Affairs of the College.
 - 6.6. The provisions of these regulations and any decisions made by Disciplinary Committees hereunder, shall not derogate from 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 preclude the state from taking action which it may deem necessary against any student in the interest of security and public order.
7. **Miscellaneous matters**
- 7.1. The college disclaims all responsibility for loss of or damage to any property belonging to students or their guest while such property is on College premises;
 - 7.2. The College Academics Department in consultation with the Principal reserve the right to change, add to, amend, or otherwise vary these regulations at any time without notice.