

---

# THE NAIROBI NATIONAL POLYTECHNIC



## TRAINEES RULES AND REGULATIONS

REVISED EDITION 2024



The Nairobi National Polytechnic is ISO 9001:2015 Certified

## **VISION**

*A Global Leader in Technical, Vocational Training, Research and Innovation.*

## **MISSION**

*To provide competent graduates in Technical, vocational, research and innovation for the global market.*

## **CORE VALUES**

- Excellence
- Innovation
- Professionalism
- Inclusion
- Integrity
- Empowerment

## **1.0 INTRODUCTION**

These Rules and Regulations provide a guideline to the Trainee community in line with the Kenyan Constitution, the provisions of the TVET Act (2013), the Institute's Vision, Mission and Core Values.

The Rules and Regulations apply to the Trainees at all times while they are enrolled. This includes Trainees on Attachment, on Trips and any other place in and out of the premises. A high standard of personal conduct is expected at all times.

Every Trainee shall be required to read these rules and regulations and to sign the declaration Part (No. 9) in this document that the contents and meaning thereof have been understood and shall be adhered to. Every Trainee shall be required to keep a signed copy of these rules and regulation for reference.

The Nairobi National Polytechnic (TNNP) community is committed to promoting harmony at all times and does not discriminate a Trainee on any grounds such as disability, ethnicity, creed, gender etc. All Trainees are expected to respect the same values for others.

Trainees are advised to familiarize themselves with the generally acceptable norms that the Institute has envisaged with a view to serving them better.

## **2.0 GENERAL CONDUCT OF TRAINEES**

1. Trainees shall at all times be expected to display nationalism and patriotism and above all, carry themselves with civility, dignity and with high moral, social and ethical standards.
2. Trainees may from time to time be called upon to take up leadership roles and

- responsibilities which they should perform in a mature and responsible manner.
3. All Trainees are expected to conduct themselves in accordance with the highest standards of integrity, personal discipline and morality.
  4. All Trainees should respect TNNP staff, Security personnel, fellow trainees and any other support staff.
  5. All Trainees shall allow the Security personnel to perform their duties as assigned by TNNP Governing Council.
  6. Trainees should utilize TNNP internet connectivity including Wi-Fi responsibly.
  7. Trainees should not use social media negatively like inciting, cyber bullying and harassment.
  8. Trainees are not allowed to access staff rooms and offices without permission.
  9. Trainees are responsible for their personal property. TNNP shall not bear any liability for loss or damage of personal property.
  10. Trainees shall not misuse or willfully damage, or destroy, personal, public or the TNNP's property. The offender shall be surcharged at a rate to be determined by the Governing Council.
  11. Theft of any property whether belonging to TNNP, other Trainees or any other members of the TNNP community may lead to: -
    - (i) Surcharged at a rate to be determined by the Governing Council.
    - (ii) Immediate expulsion from the Polytechnic.
    - (iii) Being handed over to the law enforcement agency.
  12. Trainees are not allowed to consume, use or be in possession of any illicit substances such as drugs (oral or intravenous), alcohol or cigarettes at any time during their training. Any Trainee found to have consumed the above substances is liable to suspension or expulsion. Trainees are advised to refrain from use of the above substances even while away from the Polytechnic.

13. All Trainees must dress decently, modestly and observe personal hygiene at all times. This does not in any way intend to infringe on anyone's personal rights and preferences but seeks to instill professionalism and decency in the Polytechnic and in the learning environment. Therefore: -

- i. Dressing should not reveal undergarments either while standing, sitting or bending.
- ii. The undergarments should not be seen through outer garments.
- iii. Clothing should be properly fitting, clean and no offensive type of apparel shall be allowed within the Polytechnic.
- iv. Trainees with inappropriate attires e.g. caps, mavins, hats, etc. shall not be allowed within the confines of TNNP and if found, they shall be confiscated and not returned.
- v. Personal Protective Equipment (PPEs) must be worn at all times in specific areas like workshops, laboratories, kitchen, etc.

14. The following attires shall not be part of decent and modest dressing.

- i. Low cleavage, bare backs and crop/tank/boob tops.
- ii. Leggings, Skin tights or tight-fitting or outfits.
- iii. Miniskirts/mini dresses.
- iv. Rugged trousers/Jeans with holes.
- v. Shorts.
- vi. Sweatpants
- vii. Crocks, sleepers
- viii. Overly buggy shorts and trousers.
- ix. Vests
- x. Outfits with high slits
- xi. Caps, mavins, and hats.

- xii. Transparent outfits
  - xiii. Bum/booty shorts
15. All trainees are required to maintain neat, well-groomed and decent hair within the confines of TNNP.
16. Any behavior, individually or in a group that does not conform to the accepted standards of TNNP shall not be entertained. This includes, but not limited to: -
- i. Vices such as theft, fighting, unruly or rowdy behavior, acts of hooliganism, shouting and screaming at members of TNNP community and its surroundings.
  - ii. Conduct that is a nuisance to TNNP community and causes a breach of peace e.g loud music and any excessive noise.
  - iii. Use of abusive language to TNNP community.

Therefore, Trainees are expected to portray a positive image of the Polytechnic at all times.

17. TNNP is inter-denominational, and all Trainees are free to practice their faith. They must, however, respect the rights of others. Noisy worship is discouraged.
18. Trainees shall not engage in indecent behavior such as kissing, caressing and sitting on each other's laps.
19. It is every Trainees' responsibility to ensure that all Polytechnic's fees are paid on time. Trainees who default in fees payment shall not be allowed to sit for examinations.
20. Any complements, complaints or grievances may be channeled through the class/unit Trainer, respective Head of Department, Dean of Trainees, or any other relevant authority.

**NB:**

*Any trainee involved in the any of the above offences is liable to suspension or expulsion depending on the magnitude of the offence.*

### **3.0 DISCIPLINE OF TRAINEES**

Without prejudice to the general conduct cited above, the following shall constitute specific disciplinary offences: -

1. Convening, organizing, participating or involvement in demonstrations, gatherings or processions, without the approval of the Polytechnic's administration.
2. Any organized obstruction of Trainees and/ or staff in any manner.
3. Boycotting of scheduled lectures, practical lessons and other scheduled activities or issuance of threats to Trainees/TNNP Staff so as to support such a cause.
4. Malicious damage of the Polytechnic's property.
5. Stealing or handling stolen property. This shall be handled as a criminal offence.
6. Being drunk and disorderly within the Polytechnic.
7. Being in possession of and abuse of drugs within the Polytechnic.
8. Molestation of any member of TNNP community within or outside the Polytechnic.
9. Assault of any member of Staff, Trainees and the public.
10. Use of abusive language to a member(s) of Staff, a Trainee(s) and the public.
11. Misappropriation of a Club's / Society's funds and any other collections is an offence.
12. Soliciting for funds from TNNP community without authorization is an offence.
13. Conviction in a Court of Law for any criminal offence that in the opinion of the Governing Council may warrant expulsion from TNNP .

**NB:**

*Any trainee involved in the any of the above offences is liable to suspension or expulsion depending on the magnitude of the offence.*

#### **4.0 GAMES, CLUBS AND SOCIETIES REGULATIONS**

1. All Trainees are encouraged to participate in games and at least be a member of a Club/ Society.
2. All Games and Clubs facilities and equipment shall be taken care of and used for their rightful purpose.
3. All Games, Club activities and their meetings shall be approved by the Dean of trainees.
4. All Trainees participating in games and any club activities shall be dressed in the appropriate attire.
5. Any invitation to or by other Teams and Clubs shall be through the Office of the Dean of Trainees and approved by the Principal.
6. Trainees participating in any activity/ activities outside the Polytechnic shall be expected to report back by 6pm.
7. No official of a club or society shall display any content that is not authorized by the Dean of Trainee's office. Outsiders are not allowed to advertise their business within the Polytechnic premises.
8. No payment shall be made for representing the Polytechnic in any sporting or club activity/ activities.
9. Trainees participating in any activity/activities outside the Polytechnic shall abide by TNNP Rules and Regulations at all times and any act of indiscipline will not be tolerated.

#### **5.0 EDUCATION VISITS' REGULATIONS**

1. Trainees shall take an education visit as organized by the Polytechnic.
2. Trainees undertaking an education visit should have paid the Polytechnic's requisite fees.
3. Trainees undertaking an education visit should adhere to the guidelines of the organization being visited and TNNP's Rules and Regulations.



## **6.0 SECURITY REGULATIONS**

1. Trainees should be respectful to the personnel charged with the responsibility of enhancing security in the Polytechnic.
2. The Security Personnel has the right to make inquiries from anybody entering or leaving the Polytechnic at all times.
3. Trainees shall be required to produce valid Trainee IDs for identification purposes.
4. All persons, vehicles or luggage entering or leaving the Polytechnic are liable to security checks.

## **7.0 ENVIRONMENTAL REGULATIONS**

1. Trainees are encouraged to participate in environmental conservation activities.
2. Trainees shall not destroy any of the trees, flowers, and sign posts within the compound. Any Trainees who damage/destroy Polytechnic's property shall pay for the damage.
3. Trainees should not litter the compound and are required to put all litter in the dustbins at designated locations.
4. Trainees are required to conserve resources by switching off unnecessary lights, idle machines, equipment and turning off running taps.
5. Trainees are required to return chairs back to classes when not using them outside.

## **8.0 SICKNESS REGULATIONS**

1. Any Trainee who is taken ill in the Polytechnic or on an official trip shall be assisted to get medical help and the parent / guardian shall be required to fully meet the cost of treatment.

**NB: TNNP reserves the right to review, change, add and amend these Rules and Regulations Without prior notice provided that such reviews shall be communicated to the Trainees.**

**9.0 DECLARATION**

I hereby declare that I have read and understood these Rules and Regulations and shall abide by them throughout my stay at TNNP.

NAME.....	ADM NO.....
DEPARTMENT.....	COURSE.....
ID /BIRTH CERT NO.....	SIGNATURE.....
DATE.....	PHONE NO.....

**WITNESSED BY: PARENT / GUARDIAN**

NAME.....	ID NO.....
SIGNATURE.....	DATE.....
PHONE NO.....	ALTERNATIVE NO.....