



# **TOM MBOYA UNIVERSITY COLLEGE**

## **OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS**

### **STUDENTS' RULES AND REGULATIONS**

#### **1. INTRODUCTION**

**1.1** These Rules and Regulations are constituted by the powers conferred upon the University College by the Legal Notice No. 55 revised Universities Act 2012 (No 42 of 2012).

The following Rules and Regulations shall apply to all students of Tom Mboya University College subject to any necessary changes there in. All students shall be required to read and abide by these regulations together with the statutes in general and particularly statutes XVI.

**1.2** These Rules and Regulations shall not preclude the University College from requiring a student to execute any bond, assurance or undertaking to be of good behavior through their stay at the University.

**1.3** Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these Rules and Regulations.

**1.4** Senate shall have the final responsibility in the interpretation of Rules and Regulations.

#### **2. DEFINITIONS:**

##### **2.1 STUDENTS**

In these regulations, the term "Student" means a person who is registered to study for a first or higher degree, diploma, certificate or such other qualification or courses of the University College as may be approved by Senate from time to time. This definition also applies to a student of an affiliated Institution who is registered for examinations leading to the Degree, Diploma, Certificate and other academic awards of the University College.

##### **2.2 RULES**

These are stated principles to which actions/behavior of students must conform.

##### **2.3 REGULATIONS**

These are authoritative provisions directing students conduct within and outside the University College.

##### **2.4 CONDUCT**

Acceptable behavior which conforms to the rules and regulations herein and to the laws of the land.

##### **2.5 SUSPENSIONS**

Exclusion from University College programmes for a specified period.

##### **2.6 EXPULSION**

Total and permanent exclusion of a student from the University College and relieving them of the status of student as defined in 2.1 above.

### **3. THE CONDUCT OF STUDENTS**

**3.1** The following provisions shall apply with respect to the conduct of students within and outside the University.

#### **3.1.1 General Conduct**

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular shall:

- a) Respect and adhere to the Administrative and Academic rules, procedures and structures established by the Tom Mboya University College Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University College community and the general public at all times.
- c) Refrain from any conduct that might bring the University College or any section of programme thereof into disrepute or public odium.
- d) Carry themselves in all public places with humility and dignity as benefits their status as mature and responsible citizens.
- e) Wear acceptable and appropriate attire at all times.

#### **3.1.2 Channels of Communication**

For efficient communication and good management, students shall be expected to go through the laid down channels and procedures as follows:

- a) Academic matters: Class representatives, Chairperson of Department, Dean of Schools, Registrar Academic and Students Affairs, Deputy Director, Students Affairs and Deputy Principal, Academic and Student Affairs in that order.
- b) Welfare matters
  - (i) Residents: (Hostel Representative) Housekeepers, Cateresses/Caterers, Hostel/Catering Officers, and Dean of Students in that order.
  - (ii) Non Residents: Student Representative, Dean of Students.
  - (iii) Clubs & Associations: Representative, Dean of Students.
  - (iv) Sports & Entertainment: Representative, Sports and Games Tutor and Dean of Students.
  - (v) Health & Benevolent: Representative, Dean of Students.
- c) The hierarchy of the Students Organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and procedural dealing with student matters.
- d) Failure to adhere to the above procedures shall be a violation of University College Rules and Regulations.

### **3.2 ROOM ALLOCATION AND CONDUCT WITHIN RESIDENTIAL AREAS**

Refer to Rules and Regulations from Accommodation and Catering Services. (Appendix1)

### **4. UNIVERSITY PROPERTY**

4.1 All students shall take reasonable care of the University College properties and shall individually or collectively be held responsible for loss or damage to any such property where it is deemed to have been caused by a student or a group of students.

## 4.2 **Furniture and Fittings**

- 4.2.1. All students are expected to make good use of University College furniture and fittings within and outside the University College premises.
- 4.2.2 Students shall not remove any furniture and equipment from classrooms, lecture halls, or any other part of the Halls or premises within the University College except by permission from the University College Administration and must undertake to return the items to the original places after use.

Any replacement or repair of furniture or any fittings due to loss or damages caused by negligence of students(s) or of persons connected with him/her /they shall be made good at the student's expense.

- 4.2.3 Vandalizing/damaging University property like lights and other fittings will be penalized.

## 4.3 **Fire Fighting Equipment**

- 4.3.1 It shall be an offence against the University College to interfere with, damage or remove other than for firefighting purpose any of the firefighting appliances.

## 5. **SECURITY OF STUDENTS PROPERTY**

5.1 Students are advised to take reasonable care to ensure safety of their personal property. Whilst reasonable security shall be provided, the University College is not liable for losses of or damage to students' personal property whilst on University premises.

## 6. **MOTOR VEHICLES**

A student shall not keep a motor vehicle on University premises without prior written permission from the Registrar in charge of Administration. Permission can be granted or rejected at the discretion of the Registrar. Where the permission is granted, the University College shall not be responsible for the security of the vehicle. Permission will not be granted without proof of a log book, valid insurance cover, a current driving license and a valid road license.

Refer to appendix II for further details.

## 7. **SOUND AND MUSICAL INSTRUMENTS**

Use of Radio, Television Sets, Videos, Musical Instruments and Percussion Instruments are restricted and at no time shall the sound be so loud as to cause disturbance to others.

7.1 Video/disco entertainment shows are restricted to Friday and Saturday evenings only, provided they are approved by the Dean of Students.

7.2 Educational shows are accepted throughout the week but shall not go beyond midnight.

## 8. **NOISE AND NUISANCE**

8.1. It shall be an offence against the University College to create an unreasonable noise or engage in acts of hooliganism and harassment to the disturbance or annoyance of users of University premises, staff members and those in the surrounding community.

## 9. **HAWKING**

9.1. All students who want to do business on campus as individuals or groups must get the permission from the Dean of Students.

9.2 The University College may allow students to sell items in designated areas only.

9.3 Hawking shall exclude items that are a danger to safety, health, and morality of the public.

## 10. **PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

10.1 It shall be an offence for any student to organize or participate in any demonstration, procession, ceremony, picketing or any other meeting for which permission has not been granted by the University College administration or government authority.

10.2 In addition to any other permits which may be required by the law, permission to hold meetings in the University College precincts shall be given by the Dean of Students and copied to the Head of University Security Services.

## 11. **CRIMINAL AND OTHER OFFENCES**

11.1 All crimes and other offences under the law of Kenya including the ones listed below shall be dealt with in accordance with the laws of the land and the provisions of these rules and regulations:-

- a) Being drunk and disorderly
- b) Drug abuse/possession of illegal brew
- c) Drug trafficking
- d) Fighting/Affray
- e) Possession of dangerous weapons e.g. daggers, arrows, guns etc.
- f) Assault causing bodily harm
- g) Arson, attempts to commit arson or attempts to destroy or injuries to property
- h) Theft and other related offences e.g. robbery and extortion
- i) Picketing, rioting, obstructions to perform duty
- j) Organizing unlawful demonstrations/processions/incitement
- k) Rape or attempted rape
- l) Kidnapping/abduction, detentions. Sexual harassment, indecent assaults, defilement
- m) Impersonation and false pretenses
- n) Forgery, fraud, counterfeiting
- o) Illegal/unlicensed trade e.g. hawking
- p) Trespass
- q) Aiding suicide and attempted suicide
- r) Concealing birth, killing of unborn and abortion
- s) Subversion/Treason
- t) Perjury (False Testimony)
- u) Murder, manslaughter
- v) Corruption

## 12. MISCELLANEOUS PROVISIONS

- 12.1 A student shall not use or have in their possession personal effects like knives, whips, metal bars, or any other articles which might endanger other members of the University College community.
- 12.2 A student shall not use profane or abusive language.
- 12.3 A student shall not threaten, hold hostage, extort, strike or physically harm any other person.
- 12.4 It shall be an offence for a student to interfere with transportation in University vehicles or cause traffic obstruction in or outside the campus or breach any other transport rules and regulations provided in the appendix (II). Only authorized students shall be allowed to access a particular University vehicle.
- 12.5 Students shall be expected to maintain a high standard of hygiene in their halls of residence, dining and University campus in general. It shall also be an offence to litter or throw waste items outside the dustbins provided.
- 12.6 Students shall be expected to use provided paths and entrances/exits only.
- 12.7 University facilities like lecture halls, lecture theatres and common rooms may not be used by students without authority from the University.
- 12.8 Students shall not be permitted to enter restricted areas on campus such as telephone switchboards, examination office, water treatment works and other such areas as notified from time to time.
- 12.9 Offensive or disorderly conduct which causes interference, annoyance or alarm, or recklessly creates a risk of harm.
- 12.9.1 Behaviours or activities which endanger the safety of oneself or others.
- 12.9.2 Violation of any of the restrictions, conditions or terms of a sanction resulting from prior disciplinary action
- 12.9.3 Failure to provide identification upon demand or to comply with other directions of University staff members or staff or contractual affiliates of the University College or other public officials acting in the performance of their duties.
- 12.9.4 Misuse of the University College documents including, but not limited to forging, transferring, altering or otherwise misusing a student ID card, registration number, official letterhead or other University identifications, or committing any other acts of forgery.
- 12.9.5 Forms of protest and political agitation that disrupt the normal activities of the University College and interferes with the rights of other students.

## 13. CORRESPONDENCE

- 13.1 Correspondence to the press or any other media by an individual or official of the students' organization shall bear their individual names and signatures.
- 13.2 It shall be an offence to publish, write and or distribute anonymous literature of malicious nature, including placards.

- 13.3 Display of advertising notice within the University College premises shall be subject to approval by the Dean of Students.
- 13.4 Invitation to personalities who are not members of the University College to visit the University College shall require prior authorization by the Principal.

14. **ACADEMIC RESPONSIBILITY**

- 14.1 All students are expected to comply with the Senate provisions as provided for in the Senate Rules and Regulations governing academic matters.
- 14.2 It is an offence to interfere with or block scheduled academic activities.
- 14.3 Students shall be expected to comply with all other regulations by Departments, Schools, and Colleges or any other such units of the University.

15. **MEDICAL**

Refer to rules and regulations from Medical Board (appendix III).

16. **LEAVE OF ABSENCE**

- 16.1 The University College shall grant leave of absence from the University College on the following grounds only:
- (a) Sickness
  - (b) Maternity/confinement
  - (c) Compassionate
  - (d) Any other reasonable grounds.
- 16.2 In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University College Medical Officer to the Dean of relevant School and the Dean of Students. Where a student has been treated by a private Medical Practitioner, the medical certificate shall be submitted to the University College Medical Officer for approval.
- 16.3 Leave application forms available from the Dean of Students office must be signed by the applicant before leave begins. The University College shall not entertain any claim where a student leaves without prior official permission.

17. **DISCIPLINARY ACTION**

- 17.1 The following provisions shall apply to all disciplinary actions taken against students in respect of the disciplinary offences specified herein, whether such offences are committed within or outside the University College precincts.
- 17.2 **Disciplinary Authority**
- 17.2.1 For purposes of these regulations, the Principal, acting on behalf of the Council, is the disciplinary authority of the University College and may in that capacity:

- (a) Vary or add to the list of disciplinary offences specified herein.
- (b) Suspend any students suspected of committing any offence under these rules and regulations from the University College, pending disciplinary measures.
- (c) Take any other measure necessary for the proper operation of disciplinary procedure and maintaining order.

### **17.3 Officer in Charge**

17.3.1 The responsibility of maintaining discipline at the University College is vested in the Principal who may from time to time propose investigation and enforcement.

17.3.2 Administration and Academic staff of the University College have authority to ensure that rules and regulations are adhered to by all students as provided for by the relevant sections of the University College Rules and Regulations.

17.3.3 Students on field/industrial attachment and teaching practice shall be subject to the supervision of the officers under whom they are placed by the University College.

17.3.4 Students going out for official trips must be accompanied by University staff who shall ensure that they adhere to the University College Rules and Regulations.

### **17.4 Enforcement of Rules and Regulation**

17.4.1 In the event of a breach of the rules and regulations and depending on the nature of the offence, the officers referred to above shall adopt the following procedures:-

- (a) Warn or caution the student either verbally or in writing.
- (b) Report the student to the Deputy Director, Students Affairs in writing, enclosing all documentary evidence if any.
- (c) Take any other action that may be deemed appropriate.
- (d) Invite the student to make a statement on their behalf in response to the charge.

### **17.5 Disciplinary Procedure**

17.5.1 All disciplinary cases shall be reported to Deputy Director, Students Affairs.

17.5.2 The Deputy Director, Students Affairs shall consider all the cases and prepare all the charges and forward them to Secretariat who will convene a Disciplinary Committee Meeting.

17.5.3 There shall be a Student Disciplinary Committee of the Senate constituted as per STATUTE XVI (5) a. of Tom Mboya University College to serve for a period of three years.

17.5.4 Except in cases dealt with under statute XV (5) (a) i, the Chairman/Lady of the Students Disciplinary Committee shall normally call a meeting of the disciplinary committee to be held within one month of the report being received by him/her.

#### **17.5.5 Notice of Meeting**

The Secretary (Registrar, Academic and Student Affairs) shall notify the students and the complainants of the date and time of the meeting and inform the student and the complainant of the right to be present and call a witness or witnesses. The notice shall be served within fifteen days of the meeting except under special circumstances (Refer to 17.2.1). The secretariat shall notify the students served with a letter either by hand delivery or registered mail.

#### **17.5.6 Membership and Quorum**

The Students disciplinary committee shall be a standing committee of Academic Board.

### **2.1 Membership:**

- i. Deputy Principal, Academic and Student Affairs - Chairperson
- ii. Deputy Principal, Administration, Finance and Development
- iii. Deputy Principal, Partnerships, Research and Innovations
- v. Chairperson of relevant Department
- vi. Dean of Students
- vii. Dean of relevant School
- viii. Head of relevant Department
- ix. President and Secretary General of the Student Organization
- x. Legal Officer
- xi. Registrar, Academic and Students Affairs (Secretary)

### **2.2 Terms of Reference and Procedures**

- a. Subject to these Statutes, the Disciplinary Committee shall have such powers in relation to matters of students 'discipline as shall be prescribed in the Regulations.
- b. Subject to these Statutes and the Regulations, a student may, within a period which shall be specified in the Regulations, appeal to the Principal against the decision or recommendation of the Disciplinary Committee and to Chairperson of Council against the decision or recommendation of the Principal.
- c. On receipt of an appeal by a student, the Chairperson of Council shall appoint an Appeal Board consisting of not less than two and not more than four members and the Chairperson of Council who shall be an *ex-officio* member. The decision of the Appeal Board shall be final.
- d. On application to the Disciplinary Committee a student shall have the right to receive adequate notice of the charges made against him, to be heard in person, to call witnesses and to examine witnesses called against him/her.
- e. Applications and appeals shall not be held in public and the Disciplinary Committee and the Appeal Board shall each have the right to summon and examine any member of the University College and to invite and examine any other person.
- f. Decisions of the Disciplinary Committee, of the Appeal Board and of Academic Board shall be by simple majority of the members attending. The Chairperson shall have a casting as well as a deliberative vote and, subject to the provisions of this Statute, all matters relating to the procedure of the Disciplinary Committee and of the Appeal Board shall be prescribed in the Regulations.



**g.** Subject to these Statutes, Regulations may prescribe penalties which may be imposed on students who are subject to disciplinary action and conditions under which such penalties shall be imposed as well as the procedure for their enforcement.

**h.** Without prejudice to the rights of the student specified in subsections (b), (c), (d) (e) and (f) above, the Principal may suspend any student from any class or classes and exclude any student from the whole or any part of the University College or its precincts for such period as he may deem fit and shall report such suspension or exclusion to a special meeting of the Disciplinary Committee to be convened within fourteen days of date of such suspension or exclusion.

**i.** Subject to the rights of the students specified in the foregoing subsections, the Disciplinary Committee may amend, ratify or remove the suspension or exclusion of the student, and where a student who has been suspended or excluded is considered to have been guilty of grave misconduct the Committee may recommend to the Academic Board through the Principal the expulsion of the student from the University College and the decision of the Academic Board shall be communicated to Council.

**j.** Subject to paragraph (g) above the Academic Board may not take any action on a decision or recommendation of the Disciplinary Committee where the student may appeal under paragraph (b) above until the period which he may appeal has expired or, if he has appealed within that period, until the decision of the Principal or the Appeal Board is made.

**k.** In the case of a student whom the Disciplinary Committee has recommended to the Academic Board to expel from the University, the Disciplinary Committee may direct that any such student shall be suspended from any class or classes or excluded from any part of the University College or its precincts during the whole or any part of the time between the recommendation of the Disciplinary Committee to expel such a student and the decision of the Appeal Board or, in the case where a student does not exercise his right to appeal, the expiry of the period within which the regulations authorize that right to be exercised.

#### **17.5.8 Powers of the Student Disciplinary Committee:**

Subject to the ratification of the Academic Board, the committee shall have the power to take any one or a combination of the following measures.

- a) Acquit the student
- b) Give a written disciplinary warning to the student
- c) Place the student on Disciplinary probation

- Probation-Level I

A serious form of reprimanding the student that is fitting for the type of violation as designated for a certain period of time.

- Probation-Level II

The student remains enrolled in the University College under circumstances defined by the Disciplinary Committee. The student may not represent the University College in an official capacity or hold office in any student organization. Example of representing the University College in an official capacity include participation in Sports and Games, recognized student organizations including SOTOMUCO among others. This probation level indicates to the student that further violation of University regulations will result in more stringent disciplinary action, including but not limited to expulsion or suspension.

- d) Refer the student for counseling
- e) Restitution Fines require the student to make good any loss or damage to the student or property commensurate with the nature and gravity of the offence committed.
- f) Require the student or the organization to make payment to the University College or another specified person(s) or group(s) for damage incurred as a result of violation of any provision of the student code of conduct. The University College in addition to any other disciplinary measure may demand restitution fines. Restitution fines may include an administrative fee for processing.
- g) Suspend the student from the University College for a stated period of time.
- h) Suspend group recognition  
  
This disciplinary sanction consists of the withdrawal for such a period as the committee may deem fit of all or part of the official recognition of a group or an organization.
- i) Exclude the student from the Halls of residence for such a period as the committee may deem fit.
- j) Exclude the student from the attendance of lectures or other sources of instruction and use of library and other facilities for such a period as the committee may deem fit.
- k) Expel the student.
- l) Revocation of group recognition  
  
This disciplinary measure is a permanent cancellation of the official University College recognition and privileges of a group and results in complete suspension of the group.
- m) Any other measures deemed necessary.

#### **17.5.9 Communication for disciplinary action**

17.5.9.1 Subject to statute XVI (5) a, i, the committee's decision shall be communicated to the student by the Registrar, Academic and Student Affairs within fourteen (14) days from the date of the conclusion of the proceedings.

#### **17.5.10 Appeal**

The student shall appeal to the Principal against the decision of the Students Disciplinary Committee and the University College Council against the decision of the Academic Board.

#### **17.6 Notice of Appeal**

17.6.1 Notice of appeal in these cases shall be given in writing within fourteen (14) days of the communication or the committee's decision to the Principal

### **APPENDIX I**

#### **ACCOMMODATION AND CAFETERIA SERVICES**

#### **RULES AND REGULATIONS GOVERNING ACCOMMODATION SERVICES**

##### **1. HALLS OF RESIDENCE**

Tom Mboya University College has few halls of residences on Campus which cater for both female and male students. The accommodation services staff is responsible for keeping the ablution block, verandahs, and corridors tidy and students are therefore expected to keep their rooms clean and tidy. Writing and pasting pictures on walls is an offence, carries the penalty of repainting the room. Candidates posting campaign posters on the walls within the hostels will take full responsibility.

## 2. ROOM ALLOCATION

Only students that have paid tuition fee will on application qualify for accommodation in the halls of residence. When a student is accommodated in a Hall of Residence they shall be assigned to a particular room where they shall remain for the whole of that semester and will therefore not be allowed to move to any other room except with special permission from the Hostels Officer. Failure to abide by this may result in a student becoming a non-resident. The University College through the Hostels Officer shall be responsible for room allocation.

## 3. FURNITURE AND FITTINGS

The Accommodation and Cafeteria Services provide basic furniture namely: beds, mattresses, pillows, chairs, tables, reading lamps keys, waste paper baskets, shared wardrobe and curtains. Students are therefore accountable for any breakages and / or loss of these items. Inventory of the same shall be maintained at their time of check in and check out. No additional furniture is permitted in the rooms. Any movement of furniture must be authorized by the in charge of the particular hostel. In event of breakage /loss they will be surcharged twice the cost of the item.

## 4. KEYS

Every resident student shall be issued with a key which they must return to the housekeeper, together with other inventories at the end of every semester. Any loss of the above should be reported immediately to the Housekeeper. Replacement will only be done after payment of lost item(s). Contact the officer in-charge to confirm the charges for lost keys and shall not be less than 500/=.

- (i) **PLEASE NOTE:** Any student who goes on holiday shall be charged for the room for the number of days they have been holding the key. In addition they will be made non-resident.
- (ii) **ANTI-JANITORS: WILL BE ALLOWED PROVIDED THE IN-CHARGE HAS A COPY FOR EMERGENCY.**

## 5. SAFETY ROOMS

Rooms in halls of residence are not equipped with cooking facilities apart from the self-catering units.

Students are not allowed to tamper with electrical fittings. Student are therefore not allowed to use their rooms for cooking. Students may not throw or drop objects through the windows. They must not interfere with electrical wiring or other electrical objects in other rooms and corridors. Students shall be responsible for the conduct of the visitors coming to their rooms.

## 6. SECURITY OF STUDENTS

The accommodation services have no facilities for storage of students' possession. Our rooms are ill-equipped for the use of other electronics that consume a lot of electricity, these include computers and their attachments, heavy music systems a television set, DVC/CD players etc. Students are not allowed to conduct any business in the room.

The University College will not be held responsible for the loss/damage of the above items. Students are therefore expected to take appropriate measures to ensure that their belongings are safe and sound. Money should be deposited at the nearby post bank. Students are advised to remove all their personal effects when going on vacation. **(The University College shall not be responsible for any loss /damage).**

## 7. PERSONAL BEHAVIOR

- a) Respect and adhere to the Administrative and Academic rules, procedures and structure established by the Tom Mboya University College Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University College community and the general public at all times
- c) Refrain from any conduct that might bring the University College or any section or programme therefore into disrepute or public odium.
- d) Carry themselves in all public places with such humility and dignity as benefits their status as mature and responsible citizens.
- e) Rights and privileges of other roommates kept. Failure to which will lead to removal from the hostels.

## **8. BUSINESS**

The University College does not permit students conducting businesses in the halls of residence.

Students' rooms are meant for reading and sleeping purposes only. Sale of bread, writing CDs, printing/ photocopying enterprises etc., will not be allowed. Any student found to be using rooms for purposes other than what they are meant for will face disciplinary action. Failure to adhere to the above will lead to them being non-residents.

## **9. NOISE**

Our rooms are not sound proof, and so it is expected that courtesy and common sense will prevail when using musical instruments at all times. Students are encouraged to report noise problems to their housekeeper, Janitors and/or hall wardens for quick action to be taken.

- NEMA rules shall apply
- All students are encouraged to use earphones when they want to listen to loud music.
- Any student who contravenes the above rules shall have the equipment confiscated and expelled from the hostel.

## **10. HARASSMENT**

The accommodation unit take a serious view of any harassment meted by some students on others. No student shall be harassed due to their religion, race or physique or gender. In particular gender base violence is strictly prohibited. Any violation to this regulations shall lead to automatic suspension from the University College pending the appearance before the University College disciplinary committee.

## **11. PARTIES**

Parties will not be held in student rooms. Violation shall lead to suspension.

## **12. NON RESIDENT**

Non Residents are not allowed in the residential rooms after 10.00 pm. If this happens, then the legal occupant of the room will be made a non-resident. They are to abide by the rules and regulations of hostels.

## **13. ABSENCE FROM HALLS OF RESIDENCE**

- a) A student who intends to be absent from the halls of residence for more than three days shall notify the housekeeper and Dean of Students.
- b) Students are also required to report to the housekeeper if they note the absence of their roommate/friends for more than three consecutive days. However, in case a student is aware that a friend/neighbour has left the campus under suspicious circumstances they should report the matter to the Dean of Students and Hostels Officer promptly.

## **14. IN-DOOR**

Every student will be expected to buy and use toilet paper. Do not use newspaper or any other material that will cause blockage of the sewage system. Sanitary towels, condoms, etc. should be disposed of appropriately in the provided facilities.

#### **15. BULBS/FLUORESCENT TUBES**

Every room has been provided with lighting system. Student will be expected to replace the bulbs/tubes when they blow off. Students are further warned against tampering with electrical fittings.

#### **16. WATER**

Residents will be expected to use water with utmost care. No taps should be left running (do not tamper with the storage tanks and water fittings).

#### **17. LITTER**

Waste paper baskets in the residential rooms and dustbins in the corridors should be used to dispose litter. Students shall be held responsible for loss/ damage of dustbins/ waste paper basket provided in those halls.

#### **18. SICKNESS**

Students are advised to visit the University College clinic when sick. Cases of sickness should be reported to the Janitors at night, Housekeepers during the day.

#### **19. VISITORS**

Students are only allowed to have visitors from 10.am to 10 pm. Minors may not be allowed in the halls of residence at night. Cohabiting is illegal and any student found to be keeping visitors after stipulated hours will be disciplined. Students are encouraged to report any strangers to the Janitor or Housekeeper on duty to establish origin or destination of the stranger. The person who is keeping the visitor becomes a non-resident.

#### **20. PENALTIES**

Flouting the above rules and regulations can result in any one or more of the following penalties:

- Removal from the hostel without any refund.
- Expectant students must report to the antenatal clinic at 3 months (and counselor) and allowed to stay in the hostels for 6 months.
- A student meeting the full cost of either repair/replacing whichever item is damaged or lost.
- A student being forwarded to the University College Disciplinary Committee for further action
- Any student who has been removed from any hostel should not be allowed in the other hostel.

### **APPENDIX II**

#### **TRANSPORT DEPARTMENT**

#### **RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS**

##### **1.0 TRANSPORT REQUEST**

- 1.1 All students are required to follow the laid down procedures while requesting for and using University College vehicles.
- 1.2 The students are required, individually or collectively, to fill the requisition form at the transport office.

- 1.3 Students who will be interested in using University vehicles privately will be required to cost-share with the University College by paying the University College at a given rate as per the capacity of the vehicle requested for.
- 1.4. Usage of vehicles by students will be officially requested by the relevant head of department. Transport department may accept requests by students, on behalf of the concerned department as long as due authority is given from the head of department.

## **2.0 SAFETY AND USE OF VEHICLE**

- 2.1 All students are expected to exercise reasonable care while using the University College vehicles. Any damage of the vehicles will be surcharged on those concerned either individually or collectively.
- 2.2 Students are not allowed to flout traffic rules and highway codes when using University vehicles.
- 2.3 All students are required not to expose the University College vehicles to danger.
- 2.4 Provoking drivers or the public while using the vehicle is prohibited.
- 2.5 All students are required to report all cases of harassment to the Transport Manager, Dean of Students or both.

## **3.0 ACCESS TO THE TRANSPORT YARD**

- 3.1 All students are not allowed to enter the Transport Yard without authority.
- 3.2 No student(s) will be allowed to interfere with the utilization of the transport services by other fellow students or members of staff.
- 3.3 No student will be authorized to front for a Non-University staff or student in requesting for a vehicle.

## **4.0 USE OF DRUGS & ALCOHOL**

- 4.1 It will be a serious criminal offence for a student (s) to carry or consume alcohol, drugs amongst others in the University College vehicle.
- 4.2 It is serious offence to use University vehicle(s) for criminal activities.
- 4.3 All students are required to consult with Transport Manager from time to time on matters pertaining to transport that may not be clear to them for more explanation.

## **APPENDIX III**

### **STUDENT HEALTH CARE**

All students who have paid medical fees are entitled to free outpatient care in our clinic including consultation, investigations within our laboratory and medicines prescribed by staff of the University College.

Excluded in this are dental problems and spectacles. Also excluded is pregnancy which is treated like all other illnesses. Nutritional supplementation in pregnancy is excluded. In-patient care in our sick bay is free.

In-patient care at any other hospital will be met by the parents/guardians.

Investigation done outside the University College laboratory also will be met by parents. That includes X-rays and other specialized investigations not offered by the University College health unit.

### **EXAMINATIONS AND CATS**

All students should have a medical file in our clinic and should report to the clinic for any illness. Referral to specialist and hospital will be from the clinic. In emergencies students can be admitted to any hospital of their choice and a report made

to the University College Health Services/Dean of Students within one week of such admission. That only applies during the semester.

When this procedure is followed the permission for special exams/CATS will be automatically sanctioned by the Chief Medical Officer.

In cases where the students have been treated elsewhere without University College authority, then the student must bring medical reports from the attending doctor for scrutiny by the University College medical Officer, who will authorize special exam/cats on medical grounds, when he is convinced of the authenticity of the report.

Students who want to postpone examinations on medical grounds will have to produce valid medical reasons for such postponement. Letters from doctors outside the University College without history of previous illness in the University College will not be accepted.

Letters from psychiatrists must be supported by observation from within the University College clinic as in students' medical records.

### **SICK LEAVE**

Students who want to go home to be treated at home must apply for sick leave from the Dean of Students.

The Chief Medical Officer will sanction such leave on proof of sufficient evidence of illness to warrant treatment outside the University College health service.

Students who want to be away from University for other purposes should discuss their problems with the Dean of Students and their faculties for leave of absence. Medical reasons for leave must be proved medically. Psychiatric problems must be similarly approved.

Leave for pregnant students going for delivery and post-delivery leave should be treated as above.