

SAGANA TECHNICAL TRAINING INSTITUTE

P.O.BOX 24-10230 SAGANA

STUDENT CODE OF CONDUCT

Good morals are universal and are common to Christians, Muslims and the society in general.

The following rules must be carefully read and observed:

1. The management of STTI, Principal, teachers and STTI Student council decision must be promptly obeyed and respected by all students.
2. All students must attend assembly in the hall on Mondays and Friday of every week and any other day assigned.
3. **Acts of Dishonesty shall lead to suspension/expulsion from the institute;-**
 - a) Cheating, plagiarism or other form of academic dishonesty.
 - b) Furnishing false information to any institute official.
4. **No students should breach institute safety and security;-**
 - a) Tampering with fire extinguishers.
 - b) Reporting back to the institute after 7.30pm.
 - c) Not signing at the gate when going out.
 - d) Not following workshop safety procedures.
 - e) Burglary;- into a building, office, hostel, desk and other fellow students suite case/box.
 - f) Using alternative entry apart from the gate shall be penalized by coming with a roll of barbed wire.
5. **Criminal Acts.**
 - a) Students who are arrested by authorities because of violation of any law stands suspended until the matter is cleared or for two weeks because of being drunk or late coming. Students are subject to institute disciplinary process and laws of Kenya.
6. **Any acts of Insubordination/Disrespect of Institute Staff shall be Punishable Severely.**
7. **Dumping and littering:** No student shall deposit, dump, litter or otherwise dispose of any refuse on institute property including hostels apart from designated areas.
8. **Hostels.**
 - a) No female student shall visit the male hostel and no male student shall visit the ladies hostel failure to comply the student will face institute disciplinary process.
 - b) The hostel should be kept clean at all times (no littering).
 - c) No sharing of beds in the hostels.
 - d) Vandalism in the HOSTEL THE WILL BE SURCHARGED THREE TIME OF THE PROPERTY VANDALISED.
9. **Academic Policy**
 - a) Any student scoring below 40% in any exam shall be required to sit supplementary exam at a fee of Kshs.200 per paper.
 - b) All classes/lessons must be attended at all times absenteeism will not be accepted. Missing three consecutive lessons will lead to suspension.
 - c) Missing classes for three consecutive sitting or marked absent for three times the student is subject for suspension.
 - d) Students must attain 75% of class attendance/performance to qualify in KNEC registration.
 - e) Assignments/CATS/Projects/examination must be done by all students as prescribed by the syllabus.
 - f) All workshop lessons shall be attended with proper workshop attire.
10. **All meals must be taken in the dining hall.**
11. **Entertainments on Friday, Saturday and Sunday shall run up to 11.30pm (midnight)**
12. **Any violation of the following regulations will be subject a student of immediate suspension/expulsion.**
 - a) Aggravated assault/fighting/ Sexual assault/theft.
 - b) Any acts that threatens the security of other or posses danger to personnel or college property.
 - c) ANY Criminal acts as defined by the LAWS OF KENYA.
 - d) Destruction of institute property/triggering false alarm.
 - f) Handling or possession of weapons/ammunition.
 - g) Handling of drugs and prohibited substance and their distribution or use (drug abuse).
 - h) Accommodating foreign persons in the hostel.
13. All students must always be clean with short hair (no deadlocks, dying of hair) and wearing closed shoes in classes and workshops.
“Respect for ourselves guides our morals; respect for others guides our manners” (Laurence Sterne).

OSORO ALBERT
THE PRINCIPAL

DECLARATION

I have read and understood the above rules and regulations set by the Institute and agree to abide by them. I will work hard and diligently on any project I undertake.

Name of student _____ Class _____ Date _____ 20 _____ Signed _____