

BARATON

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KAPSABET-

KENYA

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COLLEGE

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RULES AND REGULATIONS

Academic Life

To achieve the highest academic standards, as is the aspiration of every one of us, every student is required to develop and maintain a culture conducive for academic excellence. The following regulations therefore need to be strictly observed.

1. Students shall attend all lessons and preps except where they are exempted or in the case of illness.
2. Every student is expected to maintain silence in the classroom and around the college premises.
3. **Suspension** and Termination of student for a defined period of time, conditions for return to be stated.
4. **Withdrawal:** This may be requested as an option by the offending student or the administration for:-
 - (i) A single major offence or accumulation of offences.
 - (ii) Insubordination to the college authority.
5. **Restitution** Reimbursement, service repair, or compensation for damages will be required of the student. Restitution may include relationship reconciliation.
6. **Dismissal /Expulsion**, discontinuation of student at Baraton College will be recorded on the student's permanent record with the reasons given.
7. Below are some offences which if committed by a student, shall call for an instant **ONE YEAR** suspension pending investigation. These offenses include those that deliberately violate the code of conduct such as:-
 - (i) Personal and physical assault on a staff, faculty or student.
 - (ii) Malicious damage of college property.
 - (iii) Possession or use a dangerous weapon.
 - (iv) Drunkenness or being under the influences of illegal drugs or tobacco.
 - (v) Red hand involvement of any immoral act or attempting to.

MISCELLANEOUS MATTERS.

1. The college Administrative council in consultation with the Board reserves the right to change, Add to, amend or otherwise vary these regulations at any time without notice and become effective immediately – upon announcement by the college.
2. The regulations shall be binding upon every student of the college upon registration, and as long as such student remains registered.
3. Every student shall, before he/she has understood the content and meaning hereof and that he/she undertakes to be bound hereby.
4. Failure or refusal to comply with clause 3 herein shall constitute a ground for denial of registration..
5. All students are responsible for keeping their rooms neat, clean and attractively arranged. Nails are not to be driven into the walls or furnishings nor are pictures to be pasted on the walls. Picture hooks with adhesive backings may be used. Only pictures of moral standards are acceptable.
6. The college will not be responsible for any loss or damage to student's property while in the hostels. Students will responsible for the security of their property.
7. The doors to the hostels should be locked at 10.00 p.m. Occasional checking will be conducted by the respective residence deans. For reasons of personal safety, and fire hazards, such appliances as knives, candles, appliances for cooking or heating are strictly forbidden in the hostels.
8. The college has the right to carry out inspection of students' rooms, luggage etc at any time without notice.

SOCIAL LIFE:

Baraton College is a co-educational institution where wholesome association is encouraged and considered necessary for well-rounded personal development.

The following therefore need to be strictly observed:-

1. Any association between male and female is expected to be respectful, decent and mature. The parties concerned In whatever friendly relationship are advised to meet only during day time in the open.
2. Close relationships involving college students and any other student and staff members is forbidden.
3. Students who do not demonstrate self-respect and self-restraint in matters of affection in public or private will be subjected to disciplinary action.
4. Fighting, threats or use of bad language are not tolerated.
5. Respect and obedience should be shown at all times to all faculties, staff, fellow students and any other person in authority.

6. Students should respect the rights of faculty and staff regarding the privacy of their homes/quarters. Unless with permission from the deans, staff quarters are out of bounds to all students.

VISITORS:

1. No visitor is to be entertained or attended to during lessons time, co-curricular or at night.
2. If any visitor is to stay overnight, make appropriate arrangements with the respective residence deans.
3. Visitors can only be entertained/received in the dining hall or open places.
4. **Official Leave Out:** all boarders are not allowed to leave the college without completing appropriate leave of absence forms.
 - (i) All leaves of absence must be signed out and in and recorded by the tutor concerned.
 - (ii) When leaving and coming back all students are required, to be in clean uniforms.

Clubs and Other Students' Organizations:-

1. Any group of students wishing to form a club or an organization must submit their request to the Principal through the Dean of Students Affairs. They should submit the following information:
 - (a) Name of the organization or club.
 - (b) Name of the sponsor (staff member)
 - (c) Functions and aims of the organization or club
 - (d) Names of the members
2. **Health Services:** The Kapsabet District Hospital is available for medical services to all students at a government subsidized fee.
3. If the student is ill and unable to visit the hospital, a visit by the nurse should be requested through the residence dean. If a student is sick and is unable to attend classes, he/she must be seen by the residence dean.
4. Students should appear for meals at the prescribed dining hall during meal times.

Telephone Service

1. Students are advised not to give friends and relatives the college's Office Telephone numbers for their personal calls.

Students' Bank

Students should plan ahead and bring money to meet their daily needs during college sessions; same money can be used as transport back home and other purposes.

NB: The College is not responsible for lending students money for transport or personal needs. These funds should be provided by parents, guardians or sponsors.

The Conduct of Students

The following provisions shall apply with respect to the conduct of student.

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

- (i) Respect and adhere to the administrative and academic procedures and structures established by Baraton college constitution and by-laws for the control, governance and operations of the college.
- (ii) Respect the rights and privileges of the members of the community at all times.
- (iii) Refrain from any conduct that might bring the college or any section or programme thereof into disrepute or public odium.
- (iv) Make no speeches or any propagation of a political nature.
- (v) apply the Biblical approach to setting of grievances or misunderstandings that may time to time occur (Mat 18:15-17) and refrain from all acts of boycotts, strikes, riots, sit-ins or any form of mass indiscipline, protests or unruly behaviour.
- (vi) Desist from misuse or willful damage to or destruction of college property.
- (vii) Refrain from smoking, gambling, drinking alcoholic beverages, using habit-forming drugs, fighting, stealing, and using obscene or pornographic material, including immoral sexual behaviour and other practices, which are questionable in a Christian community.
- (viii) Not keep any offensive weapons in the college premises.

THE DISCIPLINE OF STUDENTS

Baraton College assumes that all students will abide by the rules and regulations of the college. However, it also expects that instances will arise where a student's conduct is unsatisfactory and measures will have to be taken to correct the misconduct on the part of the offender, and protect those whom it may influence adversely. Therefore the following provisions shall apply to all disciplinary offenses specified herein, whether such offenses are committed within or outside the college precincts.

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:

- (i) Vary or add to the list of disciplinary offenses specified herein, but herein seek the Board's Authority at its next meeting.
- (ii) Suspend any student suspected of committing any disciplinary offenses under this regulation from the college, pending disciplinary action.
- (iii) Take any measures necessary for the proper operation of disciplinary procedures set out herein.

Disciplinary offenses: Any infringement, infraction or persistent disregard or contempt of any of the section above shall constitute a disciplinary offense for which disciplinary action will be taken against a student in accordance with disciplinary procedures herein.

Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offenses under this regulation.

1. Boycott of scheduled classes, practical, 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.
2. Physical abuse of any personal on college premises or at college sponsored or college supervised functions, or conduct which threatens or endangers the health or safety of any such person.
3. Any attempt to conceive design or affect any scheme or stratagem of whatever nature whose object or logical consequences is to disrupt due to operation of academic programmes.
4. Malicious or willful damage to or loss of college property.
5. Disorderly conduct and molestation of other members of the college community.
6. Admission of unauthorized persons into rooms/dormitories.
7. 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.
8. Undermining the college's principles and objectives.
9. Sexual immorality or allowing oneself to be placed in a position where his/her morals are likely to be questioned.
10. Practicing dishonesty in any form including cheating in examinations or in preparing in class assignments, forging, tampering with official records or knowingly presenting such altered records or stealing.
11. Using profane language, displaying lewd conduct or possessing obscene literature or pornographic material.
12. Using or selling narcotics, tobacco or alcoholic beverages.
13. Gambling in any form.
14. Displaying improper association with members of the opposite sex.
15. Attending cinemas, dances or other questionable places or dancing in public places or private.
16. Showing disrespect to persons in authority.
17. Persistence in irregular attendance at required functions.

18. Leaving college without proper arrangements.
19. Any conduct that is deemed contrary to the spirit of the code of conduct.

DISCIPLINARY PROCEDURES

Possible students' disciplinary sanctions

The following are possible sanctions that may be imposed on a student who has been charged and found to have been guilty of disciplinary offense(s):

1. **Admonition:** student given mild but firm verbal or written warning or advice by a member of the faculty or staff.
2. Censure in the form of a written reprimand by the disciplinary committee. A written apology will be expected from the student. If offense is repeated, then more serious sections will be imposed.
3. Every student is to refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the constitution.
4. Students will be expected to share rooms in addition to other facilities of common use.
5. Students' rooms are out of bounds to students and visitors of the opposite sex at all times unless with permission from the respective residence dean and such students/visitors must be accompanied by the deans of their appointee.
6. All losses or damages to college property in students' rooms/hostels should be reported immediately to respective residence Dean. The student will pay for such damage, either individually or collectively.
7. Nothing in these regulations shall preclude the college from any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the institution.
8. Such bond, assurance or undertaking when required and executed shall have the effect as if it were part of these regulations.

DECLARATION:

I _____ REG.NO: _____ COURSE: _____

Declare that I have read and understood, **TO THE BEST OF MY KNOWLEDGE AND UNDERSTANDING**, the above rules and regulations of this college and promise to abide by.

Student's
Signature _____ Date: _____

(Administration)
Principal's Signature _____