



THE KISUMU NATIONAL POLYTECHNIC

POLYTECHNIC RULES AND REGULATIONS

We consider our students to be mature and responsible adults. Appropriate behavior, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of students may lack the above traits and may need to be guided and counseled along a set of rules. We therefore specify a few rules and regulations for the purpose of guidance and counseling.

THE RULES

1. All students are required to respect and adhere to the academic instructions.
2. All students are expected to look after the Polytechnic property by guarding against acts of vandalism, loss and damage of the property.
3. If a trainer is out of classroom or workshop the class must maintain silence and good order during the period of sessions.
4. Students should maintain cleanliness in the Polytechnic Hostels, Lecture Rooms, and Workshops and participate in general cleanliness of the compound. Litter should not be thrown anyhow.
5. All students are encouraged to participate in various games and sports activities during games times. Polytechnic rules and regulations are to be observed when teams go out to represent the Polytechnic.
6. Punctuality must be observed in all Polytechnic functions:
7. All students should observe that The Kisumu National Polytechnic is a no smoking and Drug and Substance Abuse zone.
8. Students should respect others freedom of worship. Where certain religious beliefs and rites conflict with the rules, Polytechnic rules shall prevail.
 - a) Visitors are not allowed into the hostels.
 - b) Staff room, Non-teaching and teaching staff compounds are **out of bounds** to all students.
9. Fighting, use of abusive language, possession of drugs, being drunk and disorderly or stealing is prohibited.
10. Female students are advised to guard against pregnancy during their whole course of training.
11. All forms of Gender Based Violence are prohibited.
12. All students are required to comply with the following policies:
 - The Kisumu National Polytechnic Rules and Regulations
 - Workplace Policy on Gender –based Violence
 - Gender Mainstreaming
 - Academic

PENALTIES

Infringements of any of the rules and regulations may be met by the following penalties:

- a) Suspension
- b) Suspension for the second time may be followed by expulsion.
- c) In case of criminal offences the offenders will be handed over to the police.
- d) Loss of privileges e.g. Boarders who do not adhere to the rules may be deprived of the boarding facility.
- e) Female boarders who become pregnant will be advised to become day scholars and if their condition may not allow continuity with studies, they may request for leave and resume studies when it is appropriate to do so.
- f) A total of six weeks absenteeism will lead to automatic referral. Similarly loss of 75% class attendance in any subject will lead to automatic referral irrespective of being absent with permission.
- g) Lost or damaged property will be replaced by the offender, before he/she resumes classes.

THE KISUMU NATIONAL POLYTECHNIC IS ISO 9001:2015 CERTIFIED





REF: 2302B

**THE KISUMU NATIONAL POLYTECHNIC
BOND OF CONDUCT.**

RULES AND REGULATIONS DECLARATION

I have read through the rules and regulations of the Polytechnic and promise to abide by them.
I have also noted the penalties to be met in case of my deviation from the rules.

PART I DECLARATION OF UNDERTAKING

I will always abide by all rules including other Kisumu Polytechnic policy provisions and regulations throughout my training.

In agreement to this, I further promise that:

1. I will always follow the prescribed requirement of the training programme I am registered in.
2. I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.
3. I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to sit prescribed examinations.
4. I will bear individual and/or collective responsibility for any/all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.
5. I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.

I HAVE COMPLETELY UNDERSTOOD AND IN ACCORDANCE APPEND MY SIGNATURE

NAME _____ ADM NO. _____ SIGNATURE _____

WITNESSES:

Guardian/Sponsors Name _____ ID No _____

Sign _____ Date _____

PART II (For Official Use)

Data verified by

NAME _____ SIGNATURE _____

Confirmed by

NAME _____ SIGNATURE _____

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REF: 2302 C

THE KISUMU NATIONAL POLYTECHNIC

FORM: TKNP//MED/1

TRAINEE'S MEDICAL REPORT

PART I: To be completed by a Registered Medical Officer, operating in a Public Hospital. FAILURE BY TRAINEE TO DISCLOSE medical history in full may lead to him/her losing the right to admission.

A. Name (Block letters) _____

Sex _____ Date of Birth _____ Address _____

B Medical Situation/History

- | | | | |
|---------------------------|-------|---------------------------------|-------|
| 1. Tuberculosis | _____ | 16. Epilepsy | _____ |
| 2. Pneumonia | _____ | 7. Nervous Breakdown | _____ |
| 3. Pleurisy | _____ | 18. Psychiatric | _____ |
| 4. Asthma | _____ | 19. Eye Disorder | _____ |
| 5. Rheumatic | _____ | 20. Ear, nose & throat disorder | _____ |
| 6. Allergic disorder | _____ | 21. Skin disease | _____ |
| 7. Heart disease | _____ | 22. Sickle Cell | _____ |
| 8. Gastric/Duodenal ulcer | _____ | 23. Gynecological disorder | _____ |
| 9. Recurrent Indigestion | _____ | 24. Tropical disease/malaria | _____ |
| 10 Jaundice | _____ | 25. Operations | _____ |
| 11 Kidney disorder | _____ | 26. Serious accidents | _____ |
| 12 Varicose veins | _____ | 27. Any other serious disorder | _____ |
| 13 Rapture | _____ | 28. Neurological disorder/polio | _____ |
| 14 Diabetes | _____ | | |
| 15 Dysentery | _____ | | |

C If any question above is answered Yes, please give the following:-

(a) Year	(b) Treatment Received	(c) Any Recurrences OR Lasting Effects

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ISSUE NO. 01	REVISION NO. 03	DATE: 20 TH MARCH, 2019
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PART 2: Medical examiners report (additional)

Important: The objective of the examinations is to determine whether the candidate is physically and fit to undertake a course of study or training at the Polytechnic subject to the pressure of the learning environment.

SIGNATURE **OFFICIAL STAMP** **DATE**

A	General appearance consistent with stated Age	Yes/No	D	Respiratory system	
	Health Weight Urinalysis SG Sugar Albumen Deposit			Chest movement Breath sounds	
	Eyes VA Ears acuity Nose & Throat Teeth Locomotor System Upper limbs Lower Limbs Cardiovascular System Pulse rate BP	BL		Alimentary system Abdomen liver Spleen Hernia sites	
				Reproductive system Menstrual History WR VDBL Kleir	
				Central Nervous System Pyschiatric assessment	
				Reflexes	
				Others not covered above	

Please comment on significant medical history

- a). Specify any current medical treatment _____
- b). Is the candidate likely to need further treatment at the Polytechnic? _____
- c). Do you consider the applicant fit to undertake the proposed training? _____
- d). Doctor's Name. _____ Sign _____
- e) License No. _____

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THE KISUMU NATIONAL POLYTECHNIC

1.0. BOARDING : (MINIMUM PERSONAL REQUIREMENTS)

- 1.1 One towel, Two Blankets, Bed sheets and pillow
- 1.2 One mosquito net
- 1.3 One basin and a Plate
- 1.4 Mug and Cutlery

2.0 STATIONERY

- 2.1 A4 Exercise books
- 2.2 Ball point Pen
- 2.3 Scientific Calculator

3.0 FOR STUDENTS PURSUING TECHNICAL COURSES

- 3.1 Plastic or Wooden T- Square, 900mm
- 3.2 One 45° set square about 200mm
- 3.3 One 30°60° set square about 300mm
- 3.4 A Steadier Eraser
- 3.5 Steadler Pencils, (HB& 2H)and Masking tape
- 3.6 Blue overall for students in Engineering Departments
- 3.7 White Laboratory Coat for students in Applied Sciences Department

5.0. OTHERS

Letter from the sponsor/guardian specifying who is responsible for the payment.

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