



KENYA INSTITUTE OF MASS COMMUNICATION
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ADM No.:

STUDENT'S RULES AND REGULATIONS

RULES AND REGULATIONS

1. All students shall obey, respect and follow lawful instructions from members of staff
2. All students are expected to look after the Institution's property by guarding against loss or damage
3. All Authorized students:
 - a) Shall observe meal times and take meals in the Dining hall unless authorized by the cateresses/Dean or Administrator.
 - b) No student other than the catering officers may enter the Institute Kitchen without authority of the cateresses.
4. All students should:
 - a. Students should maintain personal hygiene at all times.
 - b. Students should maintain cleanliness in the Institute at all times. They should keep dormitories, classrooms, workshops and studios tidy and shall be expected to participate in scheduled general cleanliness.
5. All students are encouraged to participate in various games and sports activities.
6. Punctuality must be observed in all Institute functions
 - a. During class hours students shall not leave the Institute compound without a leave pass or permission from Heads of Departments or Director.
 - b. Boarding students shall not be out of the Institute overnight without a valid authorization endorsed on a prescribed form KIMC Form 08.
7. Being drunk and disorderly is prohibited
8. No student shall be found idling in the compound during class time
9. Students shall respect other's freedom of worship
10. All students must comply with the following:
 - a. All students are prohibited from entering hostels of the opposite sex unless otherwise permitted by the house keeper or Dean of Students.
 - b. Visitors are not allowed in the hostels.
 - c. Senior Common room (staff room), Hostels, Kitchen, teaching and non-teaching staff compounds are out of bounds to all students.
 - d. Fighting, use of abusive language, possession of drugs, possession of weapons is prohibited
 - e. Female students are warned against pregnancy during the whole course of training.
 - f. Students should be properly groomed and decently dressed at all times and shall observe the following:

- i. Female students. All female students shall not wear: tunk-coat, see – through/sleeveless tops, dread locks, coloured braids, mini skirt, shorts or pedal pusher/three quarter trouser.
- ii. Male students. All male students shall not wear: earrings, dreadlocks, plaited or chemically treated hair, cap/head gear, long – unkept hair or sagging trouser.
- g. Boarding students must be in their rooms by 10:00 pm to 6:00 am. During these times they shall avoid unnecessary noise and be considerate to their fellow students.
- h. Suggestive public misconduct amongst students and members of staff is prohibited.

PENALTIES

Infringement of any of the rules may attract any of the following penalties:

- a. Suspension
- b. Expulsion
- c. In case of criminal offences (rule 11) the offenders may be handed over to the police and expelled forthwith.
- d. Loss of privileges e. g boarders who do not adhere to the hostel rules as provided for on **KIMC Form 08** may be deprived of boarding facilities.
- e. Boarders who become pregnant will be advised to become day scholars and if their condition may not allow continuity with their studies, they may request in writing for leave from studies and resume when it is appropriate to do so.
- f. A total of two weeks absenteeism or loss of 80% class attendance will lead to automatic referral or dismissal. Re-admission will be at the discretion of the Director.
- g. Lost, stolen or damaged property will be replaced or repaired by the offender before he or she resumes classes.

STUDENT REGULATIONS DECLARATION

I _____ ADM. No. _____

Department _____ Hereby declare that I have read and understood the Regulations Governing the conduct and Discipline of Students at the Institute as spelt out in the Rules and Regulations. I further **PROMISE TO ABIDE** by regulations Governing the conduct and Discipline of the students of Kenya Institute of Mass Communication as spelt out in Rules and Regulations and Academic Policy.

Students' Name: _____

ADM. Number: _____

Signature: _____

Date: _____

Witnessed by:

Parent/Guardian (cross out appropriately) _____

Sign: _____ Date: _____