

WISELE LIVECROP SKILLS TRAINING CENTRE

RULES AND REGULATIONS:

Visele Live-Crop Skills Training Centre is charged with the duty to train future potential and disciplined extension personnel in livestock and agricultural production. It is therefore, the responsibility of every student admitted to the Centre to abide by the centre rules and regulations. Any failure to observe these rules will lead to disciplinary action against defaulters.

1.0. LECTURE AND PRACTICAL SESSIONS:

- 1.1. All lectures and practical sessions are compulsory; and punctuality must be observed at all times. It will be up to the student to produce supporting document(s) in case of lateness or absenteeism. A student reporting late for lectures or practical session will not be allowed to join the on going lecture / practical so as to avoid disturbance.
- 1.2. All students must report to the Warden on the date of arrival and departure, for semester leave. Students reporting late to the centre without proper reason will have violated this rule and will be reprimanded accordingly
- 1.3. Each student must participate fully in all self-reliance activities and any other compulsory activities during his/her stay at the institute.
- 1.4. Each student is expected to fully participate in sports, games, and social activities.
It will be the responsibility of the student to take care and use of all sports/games equipment and facilities as expected.
- 1.5. Smoking in public is prohibited
- 1.6. Unnecessary noise is not allowed in the centre premises.
- 1.7. Cleanliness and appropriate clothing must be observed at all times.
Inappropriate clothing include:-
 - Sandals
 - Gum-boots in class-rooms or dining room
 - Shorts, pants
 - Unbuttoned shirts
 - Short clothes (mini-skirts)
 - Transparent clothes, hanging and very tight trousers.
- 1.8. Cleanliness in and around classroom, dormitories, compounds etc. is the responsibility of every student.
- 1.9. Mobile phones are prohibited during theory / practical classes ,all other class sessions assessments, examinations and meetings.

2.0. KITCHEN AND DINING HALL.

- 2.1. The kitchen is out of bounds to all students at all times except when on duty

- 2.2. Matters pertaining to food/dining hall must be channeled through the Students Food Committee, the Catering Officer, the Warden and finally to the Principal.
- 2.3. Food will only be eaten in the dining hall. Only through special requests such as, cases of illness to the student representative (food committee) or Catering Officer, food will be sent to the hostel.
- 2.3.1. Meals will be served at times laid down by the centre. Special requests for meals to be served at other times other than those laid down by the Institute should be sent in advance to the Warden.
- 2.4. Students are not allowed to entertain their visitors for meals at the centre
- 2.5. No practical or sports clothes shall be worn in the dining hall at all times especially at meals.
- 2.6. Students wishing to have meals outside the centre must register their names to the students' representative (Food Committee) who will submit the names to the Warden.
- 2.7. Students must observe table manners and cafeteria regulations in the dining hall.

3.0. HOSTELS:

- 3.1. Students are responsible for the cleanliness of the hostels and their surroundings.
- 3.2. Students are not allowed to enter rooms of fellow students of the opposite sex.
- 3.3. Students are prohibited from allowing any visitor into their rooms.
- 3.4. Electrical appliances e.g. radio, TVs, DVD, record players, iron boxes etc. may only be used in the Hostels after obtaining a written permission from the Warden.
- 3.5. Musical instruments allowed by the warden can only be used during free time up to 9.00 pm. The volume should be low at all times.
- 3.6. Alcohol and other intoxicating drinks/drugs should not be taken or kept in the hostels.
- 3.7. Cooking in hostels is strictly prohibited.
- 3.8. All fittings and installations should not be tampered with and must be left intact.
- 3.9. Students are not allowed to be outside the centre compounds after **7.00** pm

4.0. GENERAL:

- 4.1. Visitors can only be entertained in the students' common room up to 6.00 pm beyond which they will not be allowed to be within the centre premises.
- 4.2. All students are responsible for the proper care and use of equipment issued during training and all other public property. Examples of misuse

include, leaving lights or water taps on. Examples of public property include chairs, glass windows, doors, books, bicycles etc.

- 4.3. Drunkardness behaviour and use of drugs are not allowed in the centre premises.
- 4.4. Possession of any drugs and medicines without any valid prescription from a physician is prohibited.
- 4.5. No student is allowed to see a doctor for treatment unless at the recommendation from the Warden/Matron.
- 4.6. Students wishing to spend a night outside the Institute must have prior permission from the Principal. No student will be allowed to spend a night outside his/her/room.
- 4.7. Abusive language is prohibited at all times
- 4.8. Pregnancy during training is not allowed. Pregnant female students shall postpone the course for three years, and paid school fees up to the end of the term shall be forfeited.
- 4.9. Male student responsible for pregnancy of female student will be liable to same treatment in 4.8.
- 4.10. Abortion is a criminal offence hence it is not allowed.
- 4.11. Fighting and or causing bodily injury is prohibited and is a criminal offence.
- 4.12. Stealing is prohibited and is a criminal offence.
- 4.13. Riots, strikes, unlawful demonstrations are prohibited and any student who is proved to be ring leader will be liable to severe punishment.
- 4.14. Assault by a student to a staff member or a member of his/her family is prohibited, and is a criminal offence.
- 4.15. Staff quarters and staff common rooms are out of bound to all students at all times unless on specific authorization by the Warden/Matron with exception of student leaders on specific duty.
- 4.16. Any social or religious function should be channeled through the Warden/Matron and approved by the Principal.
- 4.17. Any student who is proved to collaborate with another student in the commitment of an offence or makes conditions for the offence or makes

conditions conducive for offence shall be regarded as having also committed on offence and shall be punished accordingly.

5.0. COMMITTEES.

The following committees will deal with disciplinary matters as deemed necessary.

5.1. **Disciplinary committee** will comprise of the following:

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| a) | Coordinator of studies / Training Manager | - | Chairperson |
| b) | Warden / Student Affairs Manager | - | Secretary |
| c) | Course Tutor of accused student(s) | - | Member |
| d) | Matron | - | Member |
| e) | Student government secretary | | Member |
| f) | Class representative of the accused student | - | Member |
| g) | Any other members co-opted by the Principal | | Member |

5.2. **Appeals committee** will comprise of the following:

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|----|---|---|-------------|
| a) | Principal | | Chairperson |
| b) | Coordinator of studies / Training Manager | - | Secretary |
| c) | Warden / student Affairs Manager | | Member |
| d) | A tutor chosen by the appellant | | Member |
| e) | Student government chairman | - | Member |
| g) | Matron | - | Member |
| h) | Any co-opted members by the Principal | | Member |

5.3. The Board of Directors and the centre advisory Board will be informed in writing (including all relevant documents) on the decisions of the above committees.

NOTES

5.4. TYPES OF PUNISHMENTS

The purpose of all punishments (reprimand, suspension and dismissal) is to:

- i) Educate the student concerned rather than humiliate him/her
- ii) To act as deterrent against misconduct among the students
- iii) To protect the good image of the centre.
- iv) To safeguard the welfare of students

5.4.1. **REPRIMAND:**

This should be in form of physical work, with-holding of certain privileges, repair/replace damaged property, written apology to the offended party etc.

5.4.2. **SUSPENSION:**

The student is sent home with a letter of explanation to the guardian/parents. Suspension will be for a period not

exceeding 4 weeks she / he will return to the Institute with a letter of apology approved by her/his parents/guardian.

No make up Examination/Test/ quiz. Teaching will not be done after the student returns to the centre except in cases where it is proved that the suspension was unjust to the student.

5.4.3. DISMISSAL:

This is the most severe punishment that can be given to a student and the student is sent home.

6.0 PROCEDURES LEADING TO SUSPENSION/DISMISSAL.

- 6.1. In case of suspension/dismissal, the Principal shall inform the Board of Director Chair-person on the decision reached within 24 hours – by phone.
- 6.2. In order for the Board of Directors to reach a favorable and just decision, the Principal should submit immediately the following documents to The Board of Directors.
 - 6.2.1. A covering letter
 - 6.2.2. Minutes of the Disciplinary Committee that recommended the suspension (see point 5.1)
 - 6.2.3. A letter of appeal – if any (see point 6.3 below) – from the accused student after the judgment has been announced to him/her.
 - 6.2.4. Minutes of the Appeals Committee (see point 5.2.)
 - 6.2.5. A letter of information sent to the Chairperson of Advisory Board.
- 6.3. **Appeal by Student in case of Suspension/Dismissal:**
In case the student concerned is not satisfied with the judgment given, he/she can appeal in writing within seven days to the Appeals committee.
- 6.4. **Authority of the Principal:**
Proper implementation of these procedures and the Disciplinary Code and Penalties is the responsibility of the Principal.

THE DISCIPLINARY CODE AND ITS PENALTIES

PERMISSIBLE PENALTIES

| | WHERE THE STUDENT | 1st Breach | 2nd Breach | 3rd Breach | 4th Breach |
|-----|--|---------------------------------|--------------------------------|------------------------------|------------------------------|
| 1. | Is late in class or practical without any valid reason and written document | Written warning by course tutor | Written warning with reprimand | Suspension | Summary Dismissal |
| 2. | Fails to attend classes/practical without proper reason | Written warning by course tutor | Written warning with reprimand | Suspension | Summary Dismissal |
| 3. | Reports late from semester leave or absence without proper reason and supporting documents | | | | |
| | Late for up to 3 days | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| | Late 4-7 days | Written warning with reprimand | Suspension | Summary dismissal | |
| | Late 8-14 days | Reprimand | Suspension | Summary dismissal | |
| | Late 15-30 days | Summary dismissal | | | |
| 4. | Fail to participate in self-reliance and any other compulsory activities | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 5. | Smoking in Public | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 6. | Fails to observe noise regulations | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 7. | Fails to observe cleanliness and proper clothing regulations | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 8. | Fails to observe cleanliness in classroom, dormitory and compound | Written warning | Written warning and reprimand | Suspension | Summary dismissal |
| 9. | Fails to observe kitchen regulations | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 10. | Fails to follow dinning hall | Written warning | Written warning | Suspension | Summary dismissal |

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| | regulations | | with reprimand | | dismissal |
| 11. | Fails to observe meals regulations | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 12. | Entertains visitors to student meals | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 13. | Wear practical, sports clothes, in the dining hall during meals | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 14. | Fails to register his/her name for absenteeism from meals or registers his/her name but appear at meals | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 15. | Entertains fellow student of the opposite sex in his/her room | Written warning with reprimand | Suspension | Summary dismissal | |
| 16. | Fails to observe use of radios, TVs and other audio equipment | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 17. | Takes or keeps intoxicating drinks in the hostels | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 18. | Cooks in Hostels/found with cooking utensils | Written warning with reprimand | Suspension | Summary dismissal | |
| 19. | Interferes with fittings and installations | Written warning with reprimand and cost recovery | Written warning with reprimand and cost recovery | Suspension and cost recovery | Summary dismissal and cost recovery |
| 20. | Outside the centre compounds after 6.30 pm on week days and 7.00 pm. on weekends and holidays | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 21. | Fails to observe visitors regulations | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 22. | Fails to observe equipment use/ care | Written warning with cost recovery | Written warning, reprimand with cost recovery | Suspension with cost recovery | Summary dismissal with cost recovery |
| 23. | Shows drunken | Suspension | Summary | | - |

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| | behavior/misuse of drugs | | dismissal | | |
| 24. | Possesses unauthorized drugs | Suspension | Summary dismissal | | |
| 25. | Sees a doctor for treatment without information | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 26. | Sleeps outside the centre/room without permission | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 27. | Use of abusive language | Written warning | Written warning and reprimand | Suspension | Summary dismissal |
| 28. | Female student found pregnant during training | Should postpone the course for three years | | | |
| 29. | Female student purposely aborts | Summary dismissal | | | |
| 30. | Male student responsible for female student pregnancy | Should postpone course for three years | Summary dismissal | | |
| 31. | Fights and / causes bodily injury | Reprimand and written warning | Suspension | Summary dismissal | |
| 32. | Is involved in theft | Summary dismissal recovery property | | | |
| 33. | Proved ring leader or involved in strikes and unlawful demonstration | Suspension | Summary dismissal | | |
| 34. | Found in staff quarters and the staff club/bar | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 35. | Is involved in social/religious activities interfering with the institute and training activities | Written warning | Written warning with reprimand | Suspension | Summary dismissal |
| 36. | Collaborates in commitment of an offence/crime | Same sentence as given to the other collaborators | | | |
| 37. | Enters hostel of opposite sex students without permission | Written warning | Reprimand | Suspension | Summary dismissal |

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| 38. | Found with partner of opposite sex in hostel | Suspension | Summary dismissal | | |
| 39. | Commits a criminal offence and proved guilty or convicted | Summary dismissal | | | |
| 40. | Commits another offence leading to a second suspension | Summary dismissal | | | |