



MINISTRY OF AGRICULTURE
AGRICULTURAL TRAINING INSTITUTIONS
(ATIs)

STUDENTS' RULES AND
REGULATIONS

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FOREWORD

The Ministry of Agriculture is in of charge several Agricultural Training Institutions (ATIs) in Zambia which it is mandated to run and manage. The Ministry with the full involvement of various college management teams and other stakeholders has drawn these general rules and regulations aimed at guiding the conduct and behaviour of the students during their period of study.

These rules and regulations are not intended to restrict students' academic and social freedom; rather they draw attention to the students' obligations and responsibilities individually and collectively to fellow students, the ATIs community and the nation at large. With these rules and regulations, it is hoped that the students' stay in the ATIs will be more responsible, harmonious and memorable.



Green Mbozi

Permanent Secretary

MINISTRY OF AGRICULTURE

Abbreviations

ATIs – Agricultural Training Institutions

HOD – Head of Department

SDC – Students Disciplinary Committee

INTRODUCTION

Life in any learning and training institution should be an exciting experience for the student and the staff. Every effort is made by ATIs to provide a comfortable and exciting educational environment for students. It is, therefore, expected that all students will obey the rules and regulations that permit a conducive learning and training atmosphere for all.

The ATIs Rules and Regulations are not intended to restrict students' academic and social freedom; rather they draw attention to the students' obligations and responsibilities to fellow students, the ATIs community and the nation.

Students do not enjoy any immunity from arrest and prosecution should they break the law of the land. The ATIs authorities will neither interfere with legal proceedings against a student nor pay any fines determined by a Court of Law on behalf of the student.

Upon registration, a student shall be given a copy of these Rules and Regulations. Acceptance of a place in the ATIs is conditional on the agreement by the student to abide by these disciplinary Rules and Regulations.

The application or operation of these Rules and Regulations is without prejudices to the General Laws of Zambia, which apply also to the ATIs from time to time.

PART ONE: RULES AND REGULATIONS

Disciplined behaviour is essential for the wellbeing of students and the successful achievement of learning objectives in ATIs. This requires a code of conduct which all students in ATIs must comply with. Such a code should be fair, just and uniformly administered to ensure that all students are treated in a consistent manner. When an offence is alleged to have been committed, disciplinary action should be taken in accordance with the provisions of disciplinary code of conduct as follows:

- a) Undertaking thorough investigations into each alleged offence and;
- b) Taking into consideration all the circumstances of each case before disciplinary action is taken, and such action should always be prompt, fair and firm.¹

1. LECTURES

- a) First year students shall report punctually at the start of the first semester. A grace period of ten (10) working days shall be granted. *A Student who reports after the grace period has elapsed will not be registered and will forfeit the place.*
- b) A returning student shall be charged late registration after 5 working days of registration period. Individual colleges shall prescribe the penalty fee for late registration.
- c) A returning student who does not report within the first ten (10) working days after the opening date of the semester shall not be allowed to register, unless he/she provided prior notification.
- d) A student shall pay all the fees in full before/on registration.
- e) Attendance of lectures, tests, examinations, practicals, projects, production work or any organized instructional activity is compulsory.
 - i) A student who misses *lectures*, practicals, projects, production work or any organized instructional activity will be liable for punishment.
 - ii) A student who misses a test or an examination without authority will be deemed to have scored a zero in that particular test or examination.
 - iii) Any student absenting himself/herself from any organized instructional or training activity for five (5) consecutive **working** days without written permission of the Registrar or without reasonable cause will be deemed to have excluded himself/herself from training and shall thus, be de-registered.
- f) (i) A lecturer **may** send away any student whose behaviour directly or indirectly interferes with the satisfactory running of any instructional activity.
(ii) Punctuality must be observed at all times. Any student violating this regulation will be sent away from class by the lecturer concerned who will report to the respective supervisor.
- g) Students must dress appropriately during lectures and must wear protective clothing on all field visits and practicals at all times. Students are expected to wear “decent” clothes that should not expose their bodies.

¹ Adopted from the Service Commission Disciplinary Code of June 2003.

- h) (i) Failure to wear decently, a lecturer or the Registrar shall send such a student away from class.
- (ii) Students dressed inappropriately shall be directed to dress appropriately
- i) No student shall be allowed to wear any political party regalia during the period of instructions/lectures.
- j) All mobile phones should be switched off during lectures, failure to obey this regulation a student shall be charged.
- k) Students are not allowed to eat and drink while in class and during instructional activity.

2. SMOKING AND DRINKING OF ALCOHOL

- a) Drinking of alcohol and smoking is prohibited on college campus except in designated areas after 17 hours, including weekends.
- b) Storage of alcoholic drinks on campus is strictly prohibited, except in designated areas.

3. INSTITUTIONAL FARM, RANCH AND OTHER PRODUCTION UNITS

- a) The institutional production units are prohibited areas to all students at all times except when in the company of a member of staff or when doing production work.
- b) Unless authorized to do so, students shall not interfere with or move:
 - i) Fencing around the institution's farm and ranch
 - ii) Farm implements, machinery or vehicles
 - iii) Farm animals and crops
- c) Students are on call 24 hours a day (24/7) for fire-fighting and any other emergencies.

4. RESIDENCES

- a) Students are forbidden from visiting and/or renting institutional staff and/or workers houses unless such a residential area has been designated as a boarding house. In case of an emergency two Student Union Representatives can approach the staff concerned.
- b) The hostels of students are out of bounds to members of the opposite sex.
- c) The institutional authority shall carry out inspection of hostel rooms. All students must comply with the instructions given to them by such authority.
- d) No student should interfere with or move furniture or fittings of any kind from any building including residential hostels without prior permission.
- e) Any defects or faults to service systems in the hostel rooms or any part of the hostels should be reported to the Housekeeper. Under no circumstances should any student attempt to carry out repairs.
- f) There shall be no cooking of meals in the hostels at any time, except in designated areas. **Any student violating this regulation will have cooking utensils confiscated.**

- g) Students should lock their rooms when they leave the hostels, as the institution shall not accept responsibility for the loss of any item from the rooms.
- h) Students can change rooms only with the written permission of the Registrar/ Executive Officer.
- i) Students will also be responsible for maintaining the cleanliness of their rooms, ablution blocks and immediate surroundings.
- j) Students can make use of the laundry rooms provided for them in hostels for their personal washing and ironing. No washing of clothes is to be done in the rooms.
- k) Students are not permitted to ask employees of the institution to wash for them.
- l) In the case of the institution having an In-service wing, the hostels including ablution blocks and other facilities, are out of bounds to all students.
- m) Students shall vacate their rooms on the sounding of the fire alarm and assemble at an **ATI's designated fire assembly place and be ready to fight the fire.**
- n) It is an offence for the fire alarm to be sounded for any other purpose other than the warning of fire or fire drills or theft.
- o) Students will have to sign for their keys. Any loss or damage to the keys will be charged to the student. *Students shall also pay for any damage caused to institutional property.*
- p) Littering around the institution's premises and pasting of paper on the walls of the institutional buildings or in hostel rooms is an offence.
- q) Audio-visual equipment must be used in such a way as not to disturb others. No such equipment should be played loudly without permission from the Registrar/Executive Officer. Where a student does not stop playing audio-visual equipment loudly, any member of staff or a fellow student shall intervene and report the matter to the Registrar/Matron/or Patron the following day for disciplinary action.
- r) Students are not allowed to sublet a hostel room.
- s) No student shall be allowed to squat in a fellow students' rooms
- t) All students including union representatives shall pay boarding fees.
- u) Rooftops are out of bounds to students.
- v) Students with children/spouses must ensure that they make proper accommodation arrangements outside the college for their children/spouses except for Distance Learning students whose children may be accommodated in student residences where accommodation is available.

5. STUDENT IDENTITY CARDS AND PASSES

- a) Each student shall be issued with an identity card at a cost. Students should be able to produce their identity cards when called upon to do so at any time and place. The identity card shall remain the property of the institution
- b) A student *in boarding* is expected to be within the institution every night unless the Registrar or Executive Officer has granted over-night leave of absence.
- c) During weekends and public holidays students shall be permitted to go out of the institution except those involved in routine farm duties. Those who wish to spend the weekend away from the institution should register with the Registrar at least 24

hours in advance and should report back not later than 18:00 hours on the date a student is expected back.

- d) Students going out of the institution must get a pass or exit form from the Registrar and must be back *not later than* 18:00 hours.

6. CATERING SERVICES

- a) Where catering services are provided, meals will be served in the institution dining hall. Only under exceptional circumstances will the meals be served at times other than those stipulated below:

i)	Breakfast	06:45 hours to 07:45 hours
ii)	Lunch: Monday to Friday	12:30 hours to 13:45 hours
	Saturday/Sunday/Holidays	12:00 hours to 13:00 hours
iii)	Supper:	17:30 hours to 19:00 hours

- b) Students who are likely to be late for meals whilst on institutional business must make prior arrangements with the Registrar/Catering officer through a member of staff responsible for the tour for a late or packed meal at least 24 hours in advance.
- c) If a student is ill and unable to have meals in the dining hall, the Housekeeper should be notified giving the particulars of such a student. The Housekeeper will make arrangements to have the meals taken to the sick student. **Students are not allowed to deliver food to their sick colleague without authority.**
- d) Students are not allowed to have meals in their hostels except under provisions of (b) and (c) above.
- e) Students are not allowed to move any crockery, cutlery, furniture or any other items for which use pertains to the kitchen or dining hall except where these items have been signed for by the student.
- f) The kitchen area is strictly out of bounds to all students except with the permission of the Catering Officer.
- g) Exemption from eating certain foodstuffs will only be on the recommendations of an approved medical doctor. However, the institution will provide alternative meals only within its capacity to do so.
- h) Due to erratic supply/ cost of certain commodities, it may not be possible to adhere strictly to the Dining Hall menu. **Students should be prepared to be served alternative menus when circumstances so dictate.**
- i) All grievances on catering services should be channelled through the Registrar or the Executive Officer.
- j) No student should come into the dining hall dressed in such attire as vests, shorts, pyjamas, night dresses, work suits and gumboots, “pata-pata” and shower slippers
- k) A boarder shall be issued with a meal card upon registration with the ATI. If a student loses the meal card, he/she shall be charged for a replacement card. The amount for replacement shall be determined by respective ATI.

7. SICKNESS

- a) In case of sickness, students should report to the Housekeeper who will refer them to the nearest Health centre. Depending on the seriousness of the sickness the student may be taken to the nearest Health facility.
- b) A student shall meet all his/her medical bills.
- c) A student who is sick and is absent from class for more than 15 consecutive learning days will upon production of medical evidence and recommendation of the Course Tutor be referred to the same semester of the next academic year. The Examiners/Academic Board must be informed.
- d) The institution reserves the right to have any student medically examined by a recognized practicing medical doctor at any time.
- e) In the event of an accident occurring during training, due to negligence on the part of the student, the institution will not be held responsible.
- f) In an event of death of a student, the parents/guardians will take full responsibility for the funeral arrangements and burial.

8. VISITORS

Students may entertain their visitors in the institution except that:

- a) All students must report their visitors to the Housekeeper.
- b) No meals will be provided for such visitors by the institution.
- c) All visitors must visit only on weekends and must leave the institution by 17:00 hours. Visitation during working days before and after 17: 00 hours shall be with prior permission from the Registrar.
- d) No visitors are allowed in students' rooms unless in common rooms or other designated areas.

9. STUDENT UNION

- a) Students are free to form a students' union.
- b) There shall be only one registered students' union at an ATI.
- c) Students are allowed to form of associations which must be affiliated to the students' union.
- d) It is compulsory for all students to be members of the students' union, and pay such union fees or subscriptions approved by the union and college management.
- e) The Principal will dissolve or ban the students' union should any of its activities be in conflict with the interests of the students, the institutional community or the nation.
- f) Students' union elections will be conducted under the supervision of an appointed member of staff (Registrar/Executive Officer). Failure to comply will lead to non-recognition of the students' union by management.
- g) The students' union constitution shall be approved by management before it comes into effect.

- h) Students' grievances shall only be communicated to administration through the recognized students' union.

10. PUBLICATIONS

- a) Any publication by students shall be registered with management and the publication must state on its front page that it is so registered.
- b) Management of the institution shall issue a certificate of registration and a memorandum on the law of libel. Responsibility for the contents of a publication shall rest with the editors and authors of the publication.
- c) Before publication and distribution, a copy of either electronic or print publication shall be lodged with the Principal, Vice Principal, the Registrar and the library.
- d) Malicious articles in the publication may render the Editorial Board liable to disciplinary or legal action.
- e) All students' union publications should be for internal circulation only within the institutional premises.

11. COMMUNICATION WITH OUTSIDE INSTITUTIONS

- a) Students communicating with outside institutions on any matter concerning the affairs of the institution shall do so through the Principal, this includes speeches during the graduation ceremonies. The person communicating shall not be under the influence of alcohol or drugs.
- b) Students communicating with outside institutions and to the press without prior authority from management do so in their own capacity and shall be an offence to claim to represent the Institution in such communication.

12. NOTICES

Notices by students will only be posted on authorized places. The notice must be duly signed by the author(s) and must be duly cleared by college management before posting on such authorized places.

13. VEHICLES

- a) Any student who wishes to bring a vehicle into the institution's parking grounds will do so at owner's risk. The vehicle should be parked in authorized places.
- b) Vehicles driven within the college premises must comply with speed limits which are in force.
- c) All students who have with vehicles shall be registered with security.

14. MARRIAGES AND PREGNANCIES

- a) Married students must register as such.

- b) All pregnant students must report their condition to the institution authorities in writing *within the first four (4) months of the pregnancy* and shall *be* granted medical leave as and when a recognized medical officer recommends so.
- c) Any pregnant student who fails to report her condition to the college/institute authorities but is discovered shall be referred to a recognized medical doctor for determination on whether to be granted medical leave or not.²
- d) The college reserves the right to have female students undergo pregnancy tests.
- e) unlawful abortion is prohibited and culprits will be reported to the police.

15. OUTSTANDING DEBTS AND REFUNDS

- a) Students indebted to the Student Union or to the institution must settle their debts in full before registration. **No student with outstanding balance on fees shall be allowed to register.**
- b) Students unable to settle their fees within the semester shall not be allowed to register in the subsequent semester.
- c) All claims for refund must be made within seven (10) working days of payment and will be levied at 15% in administrative charges. No claims for refund will be entertained ten (10) working days after payment. If it is found that a student/sponsor has paid in excess, the excess amount will be carried forward as payment towards the following semester.
- d) In case a sponsor pays for a non bona fide student, the refund shall be levied at 15% in administrative charges within a period of four (4) weeks after registration in that particular semester. After this period the funds shall be forfeited.

16. SOCIETIES AND CLUBS

- a) Societies and clubs may be formed in the institution only with the approval of the institutional administration at the request of not less than ten (10) interested students.
- b) These societies and clubs shall be registered with the office of the Registrar/Executive Officer and the application for registration shall be accompanied with the constitution of such a club or society.
- c) Within five (5) working days of registration of the society or club, the Secretary of such a society or club, shall submit to the Registrar/Executive Officer the names of the students holding offices of the society/club including those members of staff who may be patrons/matrons. Thereafter any changes shall be notified to the Registrar/Executive Officer within five (5) working days of such changes.

² Certain activities in Agricultural Training Institutions may not be recommended for pregnant students.

- d) The ATIs administration shall have the power to cancel the registration of a society or club whose activities are not in the best interest of the institution/nation.
- e) No student is allowed to be a member of the staff club. **The staff club remains out of bounds to all students.**

17. PUBLIC FUNCTIONS WITHIN THE ATIs

A public function is one to which people other *than* those in the institutional community are invited or are entitled to attend.

- a) Permission to hold a public function within the ATI shall be deemed to have been obtained by the organizers only when information relating to the following has been communicated to the Registrar/Executive Officer at least five (5) working days in advance.
 - i) Nature, date, venue and time of the function.
 - ii) Name(s) and titles of lecturers, speakers or performers at the function
 - iii) The fulfilment by the organizers of any requirements regarding the holding of such public functions.
- b) The organizing students shall be held responsible for damage to *property* or injury to people during the course of such public functions.
- c) Organizers of public functions should obtain police clearance through the college administration.

18. COLLEGE TRANSPORT

- a) College transport may be requested on approved forms from the executive Officer for approved journeys by the organizers of any student trip at least five (5) working days in advance.
- b) Each request for transport shall contain the following information:
 - i) The purpose and destination for the journey.
 - ii) The date and time when the transport will be required.
 - iii) The names and student numbers of students who wish to travel.
 - iv) The name(s) of responsible member(s) of staff accompanying the students.
 - v) The organizers of the trip will be responsible for payments to the ATI's Accountant should a charge be made for transport.
- c) When a charge is made on transport it will be based on established rates by the institution.
- d) The institutional drivers shall only drive institutional vehicles under the instruction of the institutional authorities and not from students.
- e) Requests by students for transport on behalf of non-ATI students or non-college employees shall not be approved.

19. COLLEGE LIBRARY

- a) Students should familiarize themselves with library rules and regulations.
- b) The student body, its Executive or Union has no jurisdiction/right or powers whatsoever to demand the closure of the institutional library or any section of it.
- c) Mutilation or defacement of a library book or library material is an offence. Any violation of this rule will result in the student paying the full current cost of the book or material within the semester. For second offenders the cost will be doubled.
- d) Students must dress appropriately in the library.
- e) Students shall be surcharged for overdue books at a fee set by the Institution.
- f) All phones must be put on silence or switched off whilst in the library.
- g) All library users must observe silence and the staff must speak in low tone.
- h) If a student loses a book he/she shall replace or pay it at a fee set by the institution.

20. COLLECTION OF MONEY IN THE INSTITUTION

- a) No student shall collect money without the permission of Registrar/Executive Officer.
- b) The collectors shall publish a donation list and expenditure, (except where a donor wishes to remain anonymous) within two days after the collection has been done, for the contributor
- c) The collectors will be required to submit to the institutional Registrar/Executive Officer a statement of all the monies received and expended.
- d) Students making a collection shall, on request by the potential donors, show the permit authorizing them to make such a collection.

21. SECRETARIAL SERVICES

Students will be responsible for their own typing. Taking work to institutional secretarial staff is prohibited.

22. SPORTS

- a) Students are encouraged to participate in at least one sporting activity organized by the institution.
- b) Sports activities will be conducted by a sports coordinator appointed by the college management.
- c) Riotous behaviour shall not be condoned during sporting activities.

PART TWO: CLASSIFICATION OF OFFENCES

Any conduct which infringes the ATIs' Rules and Regulations shall be defined as either misconduct or gross misconduct. Any student guilty of an offence under the following rules and regulations shall be liable to disciplinary action. For the purpose of these rules and regulations misconduct and gross misconduct shall be classified as follows:

A. MISCONDUCT

1. Absenting oneself from any instructional activity of the ATI without written permission.
2. Changing of rooms without permission.
3. Circulating a students' union publication, either electronic or print outside the institution without permission of management.
4. Circulating forged materials/documents
5. Circulating malicious materials
6. Circulating unpalatable, obscene materials
7. Conduct likely to obstruct the holding of any instructional activity and lawful function authorized to take place in the institution.
8. Drinking alcohol, smoking or eating in prohibited areas
9. Failure to identify oneself when called upon to do so by an officer of the institution or giving false information of oneself.
10. Failure to keep hostel rooms or surroundings clean and tidy.
11. Failure to notify authorities about any publication prior to distribution.
12. Failure to notify authorities of any changes of office bearers of the club or society.
13. Failure to observe the laid down channels of communication.
14. Failure to pay for damaged/lost Government property.
15. Failure to present a permit to solicit for donations.
16. Failure to publish a money donation list within the specified period.
17. Failure to register any publication
18. Failure to report one's visitors to the registrar
19. Failure to report pregnancy to authorities within four (4) months of pregnancy.
20. Failure to respond to a fire fighting call.
21. Failure to seek authority prior to formation of clubs and societies.
22. Failure to submit an income and expenditure report on donated monies.
23. Having, a mobile phone on during instructional activity.
24. Immoral relationships/behaviour with the opposite sex in and around the institution.
25. Improper dressing during instructional activities or around college premises
26. Interference with the normal operations of any section of the institution.
27. Interfering with satisfactory conducting of administrative work of the institution
28. Inviting or entertaining a person(s) banned from the institutional premises.
29. Obstruction to satisfactory conduct of administrative work of the institution.
30. Pasting of paper in unauthorized places or scattering of litter.
31. Playing audio-visual equipment loudly.
32. Possession of a key to institutional property without authority.
33. Posting unauthorized notice(s).
34. Providing meals made by the institution to visitors.
35. Refusal to accept an alternative menu.

36. Refusal to obey any lawful orders issued by various sections of the college.
37. Failure to settle debts.
38. Refusing to vacate rooms when requested to do so.
39. Requesting for secretarial services from the institution.
40. Requesting institutional staff/worker to wash clothes (linen).
41. Sounding the fire alarm when there is no fire, or fire drills or theft.
42. Storing alcohol in undesignated places.
43. Trespassing in all facilities meant for In-Service Training.
44. Trespassing in prohibited areas.
42. Trespassing in the rooms of the opposite sex.
45. Unauthorized absence from the institution
46. Unauthorized collection of money.
47. Unauthorized delivery of food to a sick student in his/her room.
48. Unauthorized parking of vehicles or failure to observe speed limits or failure to register a vehicle.
49. Unauthorized removal of crockery, cutlery, cups or any other items from the kitchen, dining hall, laboratory, library or classroom.
50. Unauthorized use of/or interference with any electrical or mechanical installations and other services of the institution.
51. Unlawful gathering.
52. Visiting staff residents without permission.
53. Washing clothes (linen) in unauthorized places.
54. Wilful obstruction or interference with the proceedings of the disciplinary committee.

B. GROSS MISCONDUCT

1. Unlawful abortion
2. Accommodating children or spouses in the students' hostels.
3. Any behaviour which damages the good name of the institution.
4. Being involved in riotous behaviour.
5. Claiming to represent the institution when communicating with outside institutions or the press.
6. Communicating with the outside institutions without authority.
7. Conduct which does or is likely to cause damage, defacement or violence to property or persons within the college.
8. Conduct which does or is likely to cause violence to a fellow student(s) or member(s) of staff or employee(s) of the institution arising from their relationships as members of the institution including when the conduct in question occurred outside the institution.
9. Cooking of meals in undesignated areas.
10. Disrespectful and/or use of offensive language against any member of the college communities.
11. Drinking alcohol or smoking with College staff.
12. Drunken and disorderly behaviour.
13. Entertaining visitors after 17:00 hours and before 08:00 hours.

14. Failure of the accused student to attend the meeting of the disciplinary committee on student discipline when called upon to do so by the Secretary of the Committee.
15. Failure to comply with or abide by the ruling, decision and penalty imposed by the disciplinary committee on student discipline.
16. Failure to report vandalism, faults or carrying out unauthorized repairs.
17. Fighting
18. Immoral and sexual relationship/behaviour with/or towards the training staff or any member of staff, or with fellow student(s)
19. Possession and/or consumption of dangerous drugs.
20. Possession of firearms or other dangerous weapons with or without a license.
21. Producing a forged document.
22. Producing and circulating pornographic material.
23. Publishing malicious material/article(s).
24. Renting institutional house or building.
25. Squatting or Subletting of a hostel room
26. Theft committed within and/or outside the institution.
27. Vandalizing or interference of furniture or fittings of any kind.

PART THREE: PENALTIES

A breach of any institutional rule or regulation shall be punishable by any of the following penalties or a combination of them, depending on the gravity of the matter. The Students' Disciplinary Committee can also prescribe any other punishment deemed appropriate.

a) MISCONDUCT

- Verbal warning
- Written warning
- Fine
- Manual work
- Suspension

b) GROSS MISCONDUCT

- Withdrawal of boarding facility
- Fine
- Suspension
- Expulsion

Note

- The disciplinary committee will determine the period of suspension, withdrawal of boarding facility and manual work.
- Notwithstanding the above penalties, a student will be suspended summarily for any gross misconduct, at the discretion of the Principal before consultation with the Students' Disciplinary Committee.

PART FOUR: THE DISCIPLINARY COMMITTEE

4.1 STRUCTURE AND FUNCTIONS

- (i) All Agricultural Training Institutions are conferred with powers to regulate and discipline their students in line with these regulations, and also in line with the Examination and Academic Rules and Regulation. These powers are delegated to a committee on student discipline called Students Disciplinary Committee (SDC).
- (ii) The Students Disciplinary Committee shall consist of:
 - a) Vice Principal – Chairperson
 - b) Registrar/EO(in the absence of the registrar) – Secretary
 - c) HODs/Senior members of Staff – Members
 - d) Three student representatives – Members
 - e) Housekeeper/Matron/Patron – Members
 - f) Other members of staff may be co-opted according to the case at hand.
- (iii) The quorum for a meeting of the committee shall be five members.
- (iv) The committee shall have the power to institute any of the penalties provided in the college regulations and rules
- (v) The committee shall conduct its business independently but shall report its findings and final decision to the Principal.
- (vi) Any person who declares an interest in the case before the committee shall not be liable to take part in the business of the committee for that particular case.
- (vii) The committee shall hear and determine charges brought before it as soon as is reasonably practicable except that it shall not be later than five (5) working days from the date of reporting the charges.

4.2 PROCEDURES

The procedure outlined below shall be used when dealing with violations of the these student General Rules and Regulations.

- i) A formal written charge letter signed by the Secretary of the committee addressed to the student copied to the Chairperson shall be made against any student accused of any offence by any member of staff, any student or any aggrieved person.
- ii) The written notice from the Secretary to the student shall:
 - a) Give a clear specification of the charge(s)
 - b) Call the student within five working days to appear in person before the Students Disciplinary Committee.
 - c) Inform the student of the freedom to bring witness(es).

- d) Inform the student to exculpate him/herself within 48 hours before the Students Disciplinary Committee sitting.
 - e) Inform the student that should the charge be admitted; it must be done in writing within 24 hours of the receipt of the written notice/charge. The student shall appear in person before the SDC.
- iii) The student and the witness(es) shall excuse themselves when the Committee is to consider its verdict.
 - iv) The decision of the Committee shall be binding among all members.
 - v) In all cases the Secretary shall keep the minutes of the proceedings of the sitting of the Committee.
 - vi) The final decision on any case shall be communicated to the student concerned by the Secretary of the Committee.
 - vii) The student(s) shall have the right to appeal to the Principal within five (5) working days of the final decision.
 - viii) The appeal shall be heard by the Senior Management chaired by the Principal.

4.3 HANDLING CRIMINAL OFFENCES

- i. When dealing with cases of criminal nature and on which firm and cautious judgment has been made by the Students' Disciplinary Committee, such cases shall warrant police action.
- ii. It shall be the duty of the Chairperson of the disciplinary Committee to report such cases to the Principal for further action.
- iii. **Criminal offences must be reported to the Police immediately by anyone witnessing the act.** Disciplinary procedures will follow.
- iv. In a case of a student being acquitted in a criminal case re-admission will be automatic and shall continue from where he/she stopped in the subsequent academic year.

PART FIVE: CASUS OMISSOUS/CASES OMITTED

- a) In addition to these rules and regulations, any rules and regulations or conditions of service set out by their employers or conditions of sponsors shall be binding for in-service and sponsored students
- b) In the event of any situation arising, which is not covered by these rules and regulations, the ruling of the Students' Disciplinary Committee and later the senior management shall apply.
- c) Any student proven guilty of a criminal offence by a Court of Law will be expelled from the College.

PART SIX: DECLARATION

I..... a student at
..... Programme:
..... have read and understood the College/Institution
rules and regulations and agree to be bound by them.

Signature:..... Date:.....

The signed declaration should be handed in to the office of the Registrar on registration