



ICT RULES AND REGULATIONS



1. **CLASS ATTENDANCE:** Students may not be more than 5 minutes late for class. Class attendance sheets must be signed for each lesson. Ensure your full correct name is in the attendance sheet.
2. **TEST & ASSIGNMENTS** should be done as time tabled. Any clarification should be done through the academic head of ICT.
3. **FEE PAYMENT** rules must be strictly observed. Any student found in class not having paid fees will be expelled unless he/she can show proof that he/she has such authority from the administration officer.
4. **IDENTIFICATION CARD** should be carried at all times including copies of fees receipts. No one will be allowed into the college without an ID. Lost ID's must be reported immediately and will only be replaced at a cost of Kshs.250.
5. **SMOKING & DRINKING** is banned at ICT. Students found smoking in the compound will be sent home and only allowed back on the decision of academic committee in presence of the guardian/parent. Smoking of any form of drug e.g. bhang will result in expulsion. Drunkenness is completely unacceptable. Any student reported to be drunk in the college will be expelled immediately.
6. **FIGHTS, BRAWLS & THEFT** will not be tolerated. Such cases will be treated as criminal cases and will be referred to the police. Students involved will be expelled.
7. **MOBILE PHONES AND WALKMANS** must not be put on while in class at all. Walkmans may only be used in the fields out of class hours.
8. **DRESS CODE: ICT** is a college of professionals, a fact that should permeate every aspect of our student life. To ensure that high professional standards are maintained; all students must dress decently and observe the following dress code.

Ladies: will **NOT** be allowed to wear the following in the college:

- Tight trousers
- Hipsters
- Tight clingy skirts
- See through tops
- Sleeveless tops
- Shorts or pedal pushers
- Mini Skirts
- Head gear including caps and scarves
- Multiple slit skirts
- Dreadlocks
- Sandals (only smart open shoes are allowed)
- Coloured braids except black/brown.

Gentlemen: will **NOT** be allowed into the college when wearing

- Shorts unless during games
- Plaited or chemically treated hair
- Earrings
- Caps or any other head gear
- Sagging trousers
- Dreadlocks
- Long unkempt hair
- Sleeveless tops
- Sandals (only smart open shoes allowed)

NOTE: *This dress code applies to all academic days of the week and also to all ICT COLLEGE functions in the college grounds and elsewhere.*