



MINISTRY OF AGRICULTURE

AGRICULTURAL TRAINING INSTITUTIONS (ATIs)

STUDENTS' RULES AND REGULATIONS

(REVISED DEC **2015**)

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FOREWORD

The Ministry of Agriculture is mandated by the Act of Parliament to run and manage all Agriculture Training Institutions (ATIs) in Zambia. The Ministry with the full involvement of various College Management and other stakeholders, drew these General Rules and Regulations aimed at regulating the conduct and behavior of the students during their period of study.

These Rules and Regulations are not intended to restrict student's 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 regulation, it is hoped that the students' stay in the ATIs will be more responsible, harmonious and memorable.



Julius J. Shawa
Permanent Secretary
MINISTRY OF AGRICULTURE

Abbreviations

ATIs – Agricultural Training Institutions

SDC – Students Disciplinary Committee

HOD – Head of Department

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 which permit a conducive learning and training atmosphere for all.

The ATIs Rules and Regulations are not intended to restrict student's 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.

As a student you should remember that you come to the institution out of your own choice and in doing so you accept the Rules and Regulations of the ATIs. If you pledge and sign to abide by the ATIs Rules and Regulations, you bind yourself. On the other hand, if you refuse to sign, you cannot be registered. Ignorance of these Rules and Regulations and of any public notice shall not be accepted as an excuse for any breach of discipline.

As a student, before enrolment, you shall be supplied with a copy of these Rules and Regulations as they relate to your condition and for the time being in force. Acceptance of a place in the ATIs is conditional on the agreement by yourself 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 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 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/*term*. A grace period of *fourteen (14)* days shall be granted. A ***Student who report 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 charge the penalty fee for late registration.**
- c) **A returning student who does not report within the first fourteen (14) days of the semester/*term* shall not be allowed to register.**
- d) **A student shall pay all the schools fees in full 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*, practical 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.
- f) Any student absenting himself/herself from any organized instructional or training activity for five (5) consecutive ***working*** days without the written permission of the Vice Principal or without reasonable cause will be deemed to have excluded himself/herself from training.
- g) (i) A lecturer ***may*** send away any student (i) 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.
- h) Students must dress appropriately in their own clothes during lectures and must wear protective clothes on all field visits and practicals. Students are expected to

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

wear “decent” clothes that should not expose their bodies. Failure to wear decently, a lecturer or the Registrar shall send such a student away.

- i) All mobile phones should be switched off during lectures, failure to obey this regulation a student shall be charged.

2. SMOKING, EATING AND DRINKING

- a) Drinking of alcohol is prohibited on College Campus except in designated areas which shall be ordinarily separate places.
- b) Smoking and drinking of alcohol are prohibited in the dining hall/kitchen during meals and official functions.
- c) Storage of alcoholic drinks on campus is strictly prohibited.
- d) A student shall not be found drinking alcohol and /or smoking with any member of staff

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 should not interfere with or move:-
 - i) Fencing around the institution farm and ranch
 - ii) Farm implements, machinery or vehicles
 - iii) Farm animals and crops
- c) Students are on call 24 hours a day for firefighting 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 - except in common rooms from 08:00 hours up to 22:00 hours.
- 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 bedrooms 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. Any student violating this regulation will have cooking utensils confiscated and shall be removed from boarding.
- g) Students should lock their bedrooms 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 and immediate surroundings.
- j) Student can make use of the washing rooms provided for them in hostels for their personal washing and that 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 should vacate their rooms on the sounding of the fire alarm.
- 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/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 the 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) Radio and musical equipment must be used in such a way as not to disturb others. No radio or any musical equipment should be played after 22:00 hours. Where a student does not stop playing music after 22:00 hours, any member of staff or a fellow student shall intervene and report the matter to the Registrar/Course Coordinator the following day for disciplinary action.
- r) Students are not allowed to sublet a hostel room.

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. ***Students shall surrender identity cards to the institution upon leaving the institution.***
- b) A student *in boarding* is expected to be within the institution every night unless the Registrar 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.
- d) Students going out of the institution must get a pass from the Registrar and must be back *not later than* 18:00 hours.

- e) No student shall leave the institution premises after 18:00 hours *unless with permission from the Registrar.*

6. CATERING SERVICES

- a) 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** **07:00 hours to 07:50 hours**
 - iii) **Lunch: Monday to Friday** **12:30 hours to 13:30 hours**
Saturday/Sunday/Holidays **12:00 hours to 13:00 hours**
 - iv) **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/Executive 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 house keeper 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 government medical doctor. However, the institution will provide alternative meals only within its capacity to do so.
- h) Due to erratic supply 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 channeled through the Registrar.

7. SICKNESS

- (a) In case of sickness, students should report to the Housekeeper who will refer them to the nearest Health center.
- (b) A student who is sick and misses classes for more than 15 consecutive learning days will upon production of medical evidence and recommendation of the Course Tutor be referred to the next academic year. The Academic Board must be informed.

- (c) The institution reserves the right to have any student medically examined by a practicing Medical Doctor at any time.
- (d) 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.
- (e) In an event of death of a student on training 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.
- c) All visitors must visit only on weekends and must leave the institution by 17:00 hours. Visitation after 17: 00 hours shall be with prior permission from the Registrar.

9. STUDENT UNION

- a) There shall be only one registered Students' Union at the institution.
- b) There shall be allowance for formation of associations which will be affiliated to the Students' Union.
- c) Students are free to form and are compelled to join the Students' Union and will pay such fees or subscriptions approved by the Union and College Management.
- d) The Principal will dissolve or ban the Students' Union should its activity be in conflict with the interests of the students, the institutional community or the nation.
- e) Student's Union elections will be conducted under the supervision of an appointed member of staff (the Registrar/Executive Officer). Failure to comply will lead to non-recognition of the Students' Union by management.
- f) The Students' Union Constitution shall be approved by management before it comes into effect.
- g) Student grievances shall only be communicated to administration through the recognized student's 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 distribution, a copy of each issue of the publication shall be lodged with the Principal, Vice Principal, the Registrar and the library on the same day as its publication.

- 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 the Management before posting on such authorized places.

13. VEHICLES

- a) Any student who wishes to bring a vehicle into the institutions parking grounds will do so at owner's risk. The vehicle should be parked in authorized places and must comply with speed limits which are in force.
- b) All vehicles by students should be registered by the Police Post/Registrar/Executive Officer.

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 three (3) months of the pregnancy* and shall *be* granted maternity leave upon recommendation of a medical doctor. Re-admission to the institution under such circumstances shall *be* automatic.
- c) Any pregnant student who fails to report her condition to the college/institute authorities shall be granted maternity leave immediately.²
- d) ***The College reserves the right to have female students undergo pregnancy tests.***

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

- e) Students with children/spouses must ensure that they make proper arrangements for their children/spouses outside the college. At no time should their children /spouses be accommodated in student residences.
- f) Students whose spouses interfere with academic programmes shall face disciplinary action.
- g) Induced abortion is prohibited and culprits will be punished. .

15. OUTSTANDING DEBTS

Students indebted to the Student Union or to the institution must settle their debts before proceeding to the next academic year. In case of unsettled debts the institution reserves the right to recover the debt from them or withhold the certificate and transcript of results until such a time when the debt is settled.

16. SOCIETIES AND CLUBS

- a) Societies and clubs may be formed in the institution only with the approval of the institution administration at the request of not less than ten (10) interested students.

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.

- b) Within seven (7) 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. Thereafter any changes shall be notified to the Registrar/Executive Officer within seven (7) days of such changes.
- c) 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.
- d) 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 ATIs 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) 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 fulfillment 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 ATIs administration.

18. COLLEGE TRANSPORT

- a) College transport may be requested on approved forms from the Transport Officer for approved journeys by the *organizers* of any student trip at least five (5) 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 of students who wish to travel together with their course and room numbers.
 - 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 ATIs 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.
- d) For the purpose of this regulation, travel to church services, funeral of non-ATIs students or employees are not among approved journeys.

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 or request 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 term/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.

20. COLLECTION OF MONEY IN THE INSTITUTION

- a) No student shall make a general collection of money without the permission of Registrar/Executive Officer except for clubs or recreation activities.
- 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.
- 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

Students are encouraged to participate in at least one sporting activity organized by the institution
Sports activities will be conducted by a sports coordinator appointed by the -college management.

Riotous behavior 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. Conduct likely to obstruct the holding of any instructional activity and lawful function authorized to take place in the institution.
2. Obstruction to satisfactory conduct of administrative work of the institution.
3. Interfering with satisfactory conducting of administrative work of the institution
4. Unauthorized use of/or interference with any electrical or mechanical installations and other services of the institution.
5. Possession of a key to institutional property without authority.
6. Failure to identify oneself when called upon to do so by an officer of the institution or giving false information of oneself.
7. Absenting oneself from any instructional activity of the ATI without written permission.
9. Inviting or entertaining a person(s) banned from the institutional premises.
10. Refusal to obey any lawful orders issued by various sections of the ATI.
11. Willful obstruction or interference with the proceedings of the standing committee on student discipline.
12. Immoral relationships/behaviour with the opposite sex in and around the institution.
13. Unlawful gathering.
14. Failure to report pregnancy *within three (3) months*.
15. Improper dressing during instructional activities, *library and dining hall*.
16. Leaving a mobile phone on during instructional activity.
17. *Taking a mobile phone into the classroom*.
18. Drinking alcohol, smoking or eating *in* prohibited areas of the ATI.
19. Storing alcohol on campus.
20. Trespassing in prohibited areas.
21. Failure to respond to a fire fighting call.
23. Changing of rooms without permission.
24. Failure to keep hostel rooms or surroundings clean and tidy.
25. Washing clothes (linen) in unauthorized places.
26. Requesting institutional staff/worker to wash clothes (linen).
27. Refusing to vacate rooms when requested to do so.

28. Sounding the fire alarm when there is no fire, or fire drills or theft.
29. Failure to pay for damaged/lost Government property.
30. Pasting of paper in unauthorized places or scattering of litter.
31. Playing loud music or playing the radio or any other musical equipment beyond 22:00 hours.
32. Unauthorized absence from the institution
33. Unauthorized delivery of food to a sick student.
34. Unauthorized removal of cookery, cutlery, cups or any other items from the kitchen, dining hall, laboratory, library or classroom.
35. Refusal to accept an alternative menu
36. Failure to observe the laid down channels of communication.
37. Failure to report one's visitors to the Housekeeper or a person assigned by management.
38. Providing meals to visitors in *the* hostels.
39. Failure to register any publication
40. Failure to notify authorities about any publication prior to distribution.
41. Circulating a Students' Union Publication outside the institution.
42. Posting unauthorized notice(s).
43. Unauthorized parking of vehicles or failure to observe speed limits or failure to register a vehicle.
44. Interference *with* academic programmes by spouse
45. Failure to settle debts.
46. Failure to seek authority prior to formation of clubs and societies.
47. Failure to notify authorities of any changes of office bearers of the club or society.
48. Interference with the normal operations of any section of the institution.
50. Failure to publish a money donation list within the specified period.
51. Failure to submit an income and expenditure report on donated *monies*.
52. Failure to present a permit to solicit for donations.
53. Requesting for secretarial services from the institution.
54. Trespassing in the common rooms of the opposite sex after 22:00 hours and before 08:00 hours.
55. Trespassing in all facilities meant for In-Service Training.
56. Visiting staff residents without permission.
57. Unauthorized collection of money.

B. GROSS MISCONDUCT

1. Drunken and disorderly behaviour.
2. Fighting.
3. Cooking of meals in hostels.
4. Conduct which does or is likely to cause damage, defacement or violence to property or persons within the ATIs.
5. Conduct which does or is likely to cause violence to a member or employee of the institution arising from their relationships as members of the

- institution including when the conduct in question occurred outside the institution.
6. Theft committed within and/or outside the institution.
 7. Producing a forged document.
 8. Failure of the accused student to attend the meeting of the standing committee on student discipline when called upon to do so by the Secretary of the committee.
 9. Producing and circulating pornographic material.
 10. Failure to comply with or abide by the ruling, decision and penalty imposed by the standing committee on student discipline.
 11. Publishing malicious material/article(s).
 12. Any behaviour which damages the good name of the institution.
 13. Possession of firearms or other dangerous weapons with or without *a* license.
 14. Possession and/or consumption of dangerous drugs.
 15. Trespassing in the hostels of the opposite sex.
 14. Vandalizing or interference with or authorized removal of furniture or fittings of any kind.
 17. Subletting of a hostel room
 18. Failure to report vandalism, faults or carrying out unauthorized repairs.
 19. Entertaining visitors after 17:00 hours and before 08:00 hours.
 20. Communicating with the outside institutions without authority.
 21. Claiming to represent the institution when communicating with outside institutions or the press.
 22. Accommodating children or spouses in the students' hostels.
 23. Abortion.
 24. Immoral and sexual relationships.
 25. Immoral relationship/behavior towards the training staff or any member of staff.
 26. Disrespectful and/or use of offensive language against any member of staff.
 27. Being involved in riotous behavior
 28. Renting institutional house or building
 29. Drinking alcohol or smoking with College staff

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 and any other deemed applicable by the Disciplinary Committee.

a) MISCONDUCT

- 1st Offence – verbal warning
- 2nd Offence – written warning
- 3rd Offence – manual work
- 4th Offence – suspension

b) GROSS MISCONDUCT

- Suspension
- Expulsion

- c) Where periods of suspension and manual work are not stated the disciplinary committee will determine.
- d) Notwithstanding the above penalties, a student will be suspended summarily for any serious offence, at the discretion of the Principal before consultation with the Disciplinary Committee.

PART FOUR : THE DISCIPLINARY COMMITTEE

4.1 STRUCTURE AND FUNCTIONS

- (i) Whereas all Agricultural Training Institutions confer powers upon the regulation and discipline of students, these powers shall be delegated to a standing committee on student discipline called Students Disciplinary Committee (SDC).
- (ii) The Students Disciplinary Committee shall consist of :
 - a) *Vice Principal* - *Chairperson*
 - b) *Registrar* - *Secretary*
 - c) *HOD/Senior member of Staff* - *Members*
 - d) *Two student representatives* - *Members*
 - e) *Housekeeper/Matron* - *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 be not be later than seven (7) days from the date of reporting the charges.

4.2 PROCEDURES

- 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 *seven (7) days* to appear in person before the Students Disciplinary Committee.
 - c) Inform the student of the freedom to bring witnesses whose name shall be submitted to the Secretary *three (3) days* before appearance.
 - d) Inform the student to exculpate him/her self within 48 hours before the Students Disciplinary Committee.

- 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.
- iii) The student and the witness (es) shall withdraw 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 Student Disciplinary Committee.
- vii) The student(s) shall have the right to appeal to the Principal within 7 days of the final decision.

4.3 Handling criminal offences

- viii) When dealing with cases of criminal nature and on which firm and cautious judgment has been made by the Disciplinary Committee, such cases shall warrant police action.

It shall be the duty of the Chairperson of the disciplinary Committee to report such cases to the Principal for further action.

- ix) Criminal offences involving theft or fighting must be reported to the Police immediately by anyone witnessing the act. Disciplinary procedures will follow.
- x) In a case of a student being acquitted in a criminal case readmission will automatic and shall continue from where he/she stopped.

PART FIVE : CASUS *OMISSOUS*/CASES OMMITTED

- a) In addition to rules and regulations, any rules and regulations or conditions or conditions of service set out by their employers or sponsors shall bind in-service and sponsored students
- b) In the event of any situation arising, which is not covered by these regulations and rules, the ruling of the Disciplinary Committee and later the Principal 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