

## Kenya Institute of Surveying and Mapping (KISM)

### Academic Policies and Regulations

*While every effort is made to provide accurate and up-to-date information, the Institute reserves the right to change without notice statements in this document concerning policies, regulations, procedures, courses and other materials.*

#### **1. Introduction**

KISM is a middle level public Technical Institution in the Ministry of Land and Physical Planning under the Department of Survey. The Institute started as a mini – type technical cooperation between Survey of Kenya (SOK) and the Japan International Cooperation Agency (JICA) in 1991. KISM started by offering one year in – service courses to officers of SOK before embarking on diploma and higher diploma courses in the field of Surveying, Mapping and Printing.

KISM offers higher diploma and diploma courses in four disciplines namely; Land Surveying, Cartography, Photogrammetry and Remote Sensing and Map reproduction (Printing). The Institute provides high quality technical training in the field of Surveying, Mapping and Printing. Majority of the lecturers in the institute are seconded from the Ministry hence, they have excellent academic credentials as well as actual work experience in their respective technical fields.

The courses offered in the Institute are designed to provide knowledge, skills and attitudes required to prepare the trainees to work as Technician/Technologist in the field of Surveying, Mapping and Printing. The syllabus taught in KISM has been approved by the Kenya Institute of Curriculum Development (KICD) formally the Kenya Institute of Education (KIE). The KISM trainees are examined by the Kenya National Examination Council (KNEC) at the end of the course.

KISM offers short term courses in the different disciplines during the months of April, August and December. In the Land Survey department, the short-term courses include Global Navigation Satellite System (GNSS), Total Station surveying, and surveying software. Cartography department short term courses include Geographical Information Systems (GIS), Computer

Assisted Mapping and mapping software. The Humanities and Science department offers Web – design, computer packages, research methods and data analysis.

Photogrammetry and Remote Sensing offers; Application of Advanced Land Observation Satellite (AALOS), Remote Sensing for Mapping (RSM) and Remote Sensing software. Map Reproduction (Printing) department offers; desk – top publishing (DTP), design for printing, plate making, machine printing and print finishing.

The Institute is also involved in carrying out consultancy and production work in the field of Surveying, Mapping and Printing.

KISM is a centre of excellence in the field of Surveying and Mapping in the East Africa region for human capacity development.

### **1.1 Vision**

To become a centre of excellence in training and research in the disciplines of Surveying, Mapping and Printing

### **1.2 Mission**

To provide training for fostering qualified personnel in the fields of Surveying, Mapping and Printing and to carry out research in those areas.

### **1.3 Guiding Principles**

Guiding Principles support and guide the decision-making process to ensure the institution accomplish its mission and attain its vision in an appropriate manner. These include;

- i. Emphasis on commitment to technical education:

Since its inception in 1991, KISM's purpose was and continues to be, to provide trainees with technical knowledge and skills in the field of Surveying, Mapping and Printing and to inculcate the right attitude and respect to matters pertaining to land. Technical education is even more relevant in Kenya today as the country strives to become a newly industrialized middle-income nation providing a high-quality life to its citizen as envisaged in Kenya Vision 2030.

- ii. Access

Development in Science, Technical and Innovation (STI), human recourse development and infrastructure development are key foundations in the Kenya Vision 2030. The government is

seeking ways to actualize the vision 2030. KISM as a public institution is committed to providing technical training in the field of Surveying, Mapping and Printing to develop the human capacity for the development of the country infrastructure and take part in science, technical and innovation.

iii. Trainee Centredness

KISM believes in providing a trainee -centered environment offering quality instruction, resources and practical skills. Further the institute assists trainees in developing interpersonal skills and maximizing their potential.

iv. Embracing technology

Technology in the fields of Surveying, Mapping and Printing is dynamic. KISM is well equipped with the latest technology in the field of Surveying, Cartography, Photogrammetry and Remote Sensing and Printing. This has been achieved through collaboration with Japan International Cooperation Agency (JICA) through technology development, capital grant and technology transfers.

#### **1.4 KISM Core Values**

Values reflect and reinforce the desired culture of an organization. Institutional values are the beliefs and behaviors that embody how an organization and its people are expected to operate.

KISM core values include:

- i. Honest
- ii. Integrity
- iii. Transparency
- iv. Fairness
- v. Accountability
- vi. Competency
- vii. Teamwork
- viii. Openness
- ix. Respect

### **1.5 Accreditation**

KISM being a technical training institute is registered with Technical and Vocational Education and Technical Authority (TVETA) under the Ministry of Higher Education, Science and Technology. KISM is a member of Kenya Universities and Colleges Central Placement Services (KUCCPS). This has allowed the KISM students to be linked to the Higher Education Loan Board (HELB) and assisted in admission of new students. KISM graduates in Land Surveying, Cartography and Photogrammetry and Remote Sensing are registered with the Institute of Surveyors of Kenya (ISK) under the Land Surveyor's or Geospatial Information Management Surveyors (GIS) chapters upon application as technician members. Those doing Map Reproduction (Printing) course are registered with Kenya Professional Printers Association (KPPA) as bronze members upon application.

### **1.6 Membership**

KISM is a member of the Commonwealth Association of Technical Universities and Polytechnics in Africa (CAPA) and the Kenya Association of Technical Training Institutions (KATTI). The Institute is also a member of Kenya Technical Institute Sports Association (KETISA). Hence, KISM trainees are involved in competitive ball games, athletics and indoor games. Further, the Institute is a member of Nairobi Drama Festivals where the trainees are actively involved in the drama festivals.

### **1.7 Academic Board Committee**

The Academic Board Committee shall consist of the following members:

- i. Deputy Directors
- ii. Heads of Departments
- iii. Departmental examination officers
- iv. Academic Registrar

## **1.8 Policies and Regulations**

The policies and regulations in this document are academic as well as non – academic. The academic policies in this document are based on transparency and accountability for academic standards and integrity of the examination results. The trainee’s life and conduct at KISM will be governed by the non-academic policies and regulations. The trainee’s success through the academic process and his or her ability to navigate through exceptions and unusual situations in the institute will be enhanced and guided by the policies outlined in this document. The policies will apply to all KISM trainees. The trainees are required to familiarize themselves with these policies and keep them as reference for those occasions when they have questions that may arise from time to time in the cause of their stay in the institute. Lack of knowledge of these policies, particularly when it pertains to academic misconduct, will not constitute a valid defense against action taken by the institute.

The policies and regulations covered by this document include:

1. Academic
  - a. Admission
  - b. Registration
  - c. Course attendance
  - d. Examination
  - e. Industrial attachment
2. Harassment and discrimination
3. Students’ welfare
  - a. Students Council
  - b. Accommodation
  - c. Counselling
  - d. Dress code
  - e. Sports
  - f. Clubs
  - g. Insurance cover
  - h. Library services

4. Student's code of conduct
  - a. Applicability and student obligation
  - b. General student conduct and discipline
  - c. Declaration

## 2 Academic Policies and Regulations

The purpose of the academic policies and regulations is to ensure an effective and efficient system of admitting, registering, assessing and overall welfare of the students in KISM.

### 2.1 Admissions

#### 2.1.1 Admission requirements

Admissions to KISM are purely on merit and open to all candidates with relevant qualifications.

The minimum entry qualifications for the various programs are: -

<b>Diploma Courses (Duration 3 Years-full time)</b>	
<b>Course</b>	<b>Minimum Entry Requirements</b>
Land Surveying	O' Level Division II (with Credit in English, Mathematics, Physics/Physical Science), KCSE Mean Grade C- (with C- in English, Mathematics and Physics) or KNEC Craft Certificate in similar field or equivalent.
Photogrammetry & Remote Sensing	
Cartography	O' Level Division II (with Credit in English, Mathematics, Geography), KCSE Mean Grade C- (with C- in English, Mathematics, Geography), or KNEC Craft Certificate in similar field or equivalent.
Map Reproduction (Printing)	O' Level Division II (with Credit in English, Mathematics, Chemistry), KCSE Mean Grade C- (with C- in English, Mathematics, Chemistry), or KNEC Craft Certificate in similar field or equivalent.
<b>Certificate Courses (Duration 2 years – full time)</b>	
Land Surveying	KCSE Mean Grade D (with D in English, Mathematics and Physics)
Printing Technology	KCSE Mean Grade D (with D in English, Mathematics and Chemistry)

### **2.1.2 Application procedure**

Candidates will apply for courses by either:

- i. Filling the application form and submitting it to the Director, KISM.
- ii. Application through KUCCPS
- iii. Filling the application form online

The college will compile a list of all the applicants after which short listing will be done to determine qualified candidates. The names of the qualified candidates will be forwarded to the selection panel. Selection will adhere to the affirmation action for gender, marginalized areas and regional balance.

Students who wish to transfer to KISM from other learning institutions can do so provided: -

- i. There is a vacancy in the relevant course.
- ii. They clear with the previous institution.
- iii. They are in possession of a certificate recognized by Kenya National Examination Council (KNEC).
- iv. Meet the minimum requirement for the course applied for.

Successful candidates thereafter are issued with admission letters.

The applicant is responsible for the authenticity of any documents submitted and should such documents be proved at any time to be fraudulent; admission will be nullified and, or certificate issued on basis of such documents shall be withdrawn and cancelled.

KISM reserves the right to rescind any offer of admissions if it is satisfied that a student is inadmissible on the grounds such as but not limited to, mental health, drug and alcohol abuse, indiscipline or any other reason acceptable.

### **2.1.3 Failure to report for a course.**

An admitted student who fails to report within the time stipulated in the admission letter will forfeit the vacancy.



### **3 Registration**

Registration of new and continuing students is done at the beginning of each term.

During registration, all students will be required to report to the registration desk for verification of their documents.

#### **3.1 A new student is registered into a course after; -**

- i. He /She is admitted into that course or level
- ii. He /She has been assigned a registration number upon payment of requisite fees
- iii. Signing of the departmental registration nominal roll.

Once registration is completed, new students will be issued with college identification cards within two weeks.

The registration form and other documents will be kept in the student's personal file.

Upon completion of registration process, Registrar's office will issue orientation program and the academic and procedures document to the new students.

#### **3.2 A continuing student is registered: -**

- i. Upon payment of requisite fees
- ii. Signing of the departmental registration nominal roll.

All continuing students must register within the first two (2) weeks of the commencement of each term. Failure to register within this period is considered an option to be away for that term.

Upon completion of registration process, a continuing student may proceed to class.

Only students who are registered may attend class and take examinations in the course. It is an offence to attend class or participate in any official academic activity unless registered in the prescribed manner. KISM will not be under any obligation to offer services to a student who is not properly registered as prescribed.

#### **3.3 Changing of a course**

A registered student who wishes to change the course may do so within two weeks of admission provided that; -

- i. The student meets the entry requirements for the course, and
- ii. The HOD confirms the availability of a vacancy in the new course.
- iii. The student applies for the course of choice and approval given
- iv. Obtains the HOD's signature for closure of the academic records for the previous course.

### **3.4 Defer**

A student who wishes to defer a course for one academic year is expected to formalize the request to be away by submitting a written application to the office of the Director through the relevant HOD.

### **3.5 Withdrawal from the Institution**

Students who wish to withdraw from the institute must complete a withdrawal application form available from the Academic Registrar's office within two weeks of admission.

Students withdrawing from a course will not receive fee refund.

### **3.6 Course Attendance**

- i. Attending lectures, practical lessons and other scheduled classes is mandatory for all students. It is the duty of the student to plan to attend classes as scheduled. A Class Attendance Register is maintained for this purpose.
- ii. Reasons for failure to attend classes must be communicated in writing to the Subject Lecturer and the respective Head of Department.
- iii. Students may request to be absent from studies for various reasons. However, **continuous absence** without permission for a period totalling to **more than two (2) weeks** after registration in that term is considered absent for the whole term. Therefore, a student who is continuously absent from classes for **more than two (2) weeks** in a term is not eligible to sit for end of term examinations.

## **4 Examinations**

### **4.1 Internal Examinations**

All students are required to do at least one CAT and an assignment and an end of term exam, set and marked by the lecturers.

At the end of stage I and Stage II an end of stage exam must be done by the students and they only proceed to the next year of study on passing all the subjects examined.

### **4.2 External Examinations**

KISM will present/register for the Kenya National Examinations Council (KNEC) all those candidates who will have successfully completed the required competencies for the course registered for by the end of the course.

### **4.3 Eligibility for Candidates Entering Examinations**

- i. A student will not be allowed to sit for End of Term /Stage Examination if the clause on eighty percent (80%) attendance is violated.
- ii. Candidates expected to sit for external examinations must meet prerequisites for the course registered for, as stipulated in the syllabus.

### **4.4 Examinations Results**

- i. Students writing internal examinations will be issued with an Academic transcript on yearly basis.
- ii. Students writing external examinations will be issued with the result slip and a certificate on successful completion of the course from the examining body.

### **4.5 Examinations Regulations**

#### **4.5.1 End of Stage Examinations**

- i. All students are required to write and submit assignments and do all tests during the course. Progress academic transcripts will be issued on a yearly basis.
- ii. To be eligible to sit for an end of stage examination in a course offered by a given department, a candidate must; -
  - a. Be a registered student in the department for the course subjects being examined;

- b. Have attended eighty percent (80%) of the scheduled hours and completed eighty percent (80%) of the assigned course work.
- c. Cleared outstanding fees.

#### **4.5.2 Continuous Assessment Tests (CATS)**

- i. If a student misses a CAT, he/she must notify the HOD in writing and attaches relevant evidence. e.g - A sick-sheet in case of illness
- ii. If the above procedure is not followed the student will be awarded Zero (0).

#### **4.5.3 Examination Booklets**

- i. Students will be provided with examination booklet/answer sheets and should not carry any other materials into the examination room.
- ii. Examination booklet/Answer sheet should be used strictly for Exam, CATs. Students should not walk out with any unused answer sheets.

#### **4.5.4 Examination Timetable**

- i. Students will be informed of the examination timetable not less than one week before examinations begin.
- ii. All students should produce their examination cards and College IDs as they enter the examination room.

#### **4.6 Examination Grading**

<b>Marks</b>	<b>Grade</b>	<b>Remark</b>
85 - 100	1	DISTINCTION
76 - 84	2	DISTINCTION
71 - 75	3	CREDIT
65 - 70	4	CREDIT
55 - 64	5	PASS
50 - 54	6	PASS
35 - 49	7	FAIL
0 - 34	8	FAIL

#### **4.7 Examination Performance**

- i. A candidate who passes all the course subjects examined at a Stage examination will be allowed to proceed to the next year of study.
- ii. Examinations Officer will set aside a period for supplementary examinations for candidates who score less than 50% in either one or two subjects in a stage examination.
- iii. Students who score less than 50% in more than two subjects in a stage examination will be expected to repeat the year of study on application to the Director.
- iv. Students who fail supplementary examination will be expected to repeat the year of study.
- v. A student who fails in more than two papers, after repeating a year is automatically discontinued from the institute.
- vi. Any student who sits for a supplementary or a KNEC referred will be expected to meet the cost of the same.
- vii. Any KNEC candidate will be allowed to re-sit a failed/referred examination paper(s) for a maximum five (5) times within a period of five (5) years after sitting the first sitting.
- viii. Any KNEC candidates who does not pass all the papers within five (5) years after the initial sitting will have to re-take the entire examinations.

#### **4.8 Special Examinations**

- i. Medical Grounds - A candidate who is prevented by illness from attending an examination, or a candidate who believes that illness will significantly affect his/her preparation for, or performance at an examination may apply for special examination on medical grounds. The Director must be notified before the examination ends.
- ii. Compassionate Grounds - A candidate who is prevented by circumstances beyond his/her control from writing an examination may apply for a special examination on compassionate grounds.

- iii. Application for special examinations on medical or compassionate grounds is considered on its merit and making application does not guarantee that special examination will be granted.
- iv. Candidates do not apply for special examinations on the subjects failed.
- v. A candidate who fails special examinations shall sit for a Supplementary paper before being allowed to proceed to the next year of study.

#### **4.9 Appeal for Remarking**

- i. A candidate who is not satisfied with the grade which he/she has been awarded in any subject may appeal to the Director through the Academic secretary for remarking.
- ii. The grades and marks recommended by the examiner(s) after remarking shall be final.
- iii. Any student who requests for remarking of a paper will be expected to meet the cost.
- iv. No appeal for re-marking of any subject shall be entertained after **14** days inclusive of Saturday and Sunday after the candidate has been notified of the result.

#### **4.10 Examination Invigilation Regulations**

##### **4.10.1 The Supervisor/Invigilator**

- i. The Supervisor/Invigilator shall be fully responsible for the administration, conduct and integrity of the examination for which he/she has been assigned.
- ii. The Supervisor/Invigilator must not leave the examination room un-attended at any time the examination is in progress.
- iii. Whenever possible, the Supervisor/Invigilator should be conversant with the examination. The HODs should ensure that subject specialists are available for consultation.
- iv. The Supervisor/Invigilator should ensure that candidates bring only the required items and instruments into the examination room. The rubrics for each examination should indicate the required materials, instruments or texts to the examination room.
- v. The Supervisor/Invigilator will announce time left at half time and thereafter 30 minutes interval up to the last ten minutes.

- vi. An attendance list must be signed by all candidates and handed over with the scripts. The Supervisor/Invigilator must endorse the list.

#### **4.10.2 The Candidate**

- i. Candidates should be in the examination room at least fifteen (15) minutes before the scheduled time.
- ii. No candidate shall be allowed into the examination room after half an hour without a valid reason.
- iii. There shall be no compensation for lateness.
- iv. Candidates should not leave the examination room before half time. Violation of this rule will require a written report from the Supervisor/Invigilator.
- v. Students are expected to sit in the examination room for the total time specified in the examination paper unless they finish writing their paper earlier, but not contrary to Clause IV above.
- vi. Candidates will not be allowed back into the examination room after they have handed in their examination papers and left the room.
- vii. Students must sit for all examinations set for them. Any student who for any reason, fails to sit for, or fails to meet the deadline for a scheduled examination or a continuous assessment examination, project, assignment or CAT will be awarded a zero mark in that examination, project, assignment or CAT.

A student who is unable to sit for a scheduled examination due to sickness or an accident before or during the examination will be required to sit for a special examination when he/she recovers and on production of salient proof of recovery. The matter will however have to be tabled to a meeting of the Academic Board for deliberation.

#### **4.11 Examination Irregularity**

Students involved in any form of Examination Irregularity will be discussed during an Academic Board meeting and a recommendation of the action to be taken made. Cases of academic dishonesty will be handled as follows: -

- i. Cases of cheating in any examination must be reported to the supervisor by the Invigilator immediately the examination is over and the student dealt with as provided for.
- ii. The candidate involved may be allowed by the Invigilator to complete the examination, but a remark should be written on the relevant script, indicating that cheating was suspected.
- iii. Examination irregularity form will be filled and signed by the Invigilator in triplicate. This form will be forwarded together with the scripts to the supervisor and a copy to the Academic Registrar. The third copy will be retained by the Invigilator.
- iv. The supervisor will make a report. The students concerned will be informed.
- v. Student defenses, if any, will be received in writing by the HOD.
- vi. For cases of widespread cheating the examination will be cancelled, and all students will be expected to re-sit for the particular paper(s).



#### 4.12 Some Punishable Examination Offences and Penalties

Offence	Penalty
1. Possession of unauthorized material (phones or mwakenya) brought to the examination venue by the candidate himself/herself or by other persons.	<ul style="list-style-type: none"> <li>• Repeat one academic year.</li> <li>• Gets a written warning.</li> </ul>
2. Copying from unauthorized material (phones or mwakenya) carried by the candidate himself/herself or other person(s) to the examination venue.	<ul style="list-style-type: none"> <li>• Repeat one academic year.</li> <li>• Gets a written warning</li> </ul>
3. Circulating unauthorized written material to other candidates during the examination.	<ul style="list-style-type: none"> <li>• Expulsion from the Institution of the parties involved.</li> </ul>
4. Communication orally with other candidates during the examination(s)	<ul style="list-style-type: none"> <li>• Cancellation of examination results of the subject(s) in which the offence was committed.</li> <li>• To re-sit such subject(s) and grade as referred paper(s).</li> </ul>
5. Copying from other candidates' examination work in the examination.	<ul style="list-style-type: none"> <li>• Cancellation of the examination results in the subject(s) for the candidate(s) involved.</li> <li>• Repeat one academic year.</li> </ul>
6. Possession of used or unused examination answer book) in the examination venue during examination other than the material issued by the invigilator.	<ul style="list-style-type: none"> <li>• Cancellation of the examination results for the candidate(s) involved.</li> <li>• Candidates sits for a supplementary paper in the subject concerned.</li> </ul>
7. Returning of examination answer books with written answers after the time allowed and specified by the invigilator.	<ul style="list-style-type: none"> <li>• Cancellation of the candidate's examination results of the subject concerned.</li> <li>• Re-sit the subject and be marked as a referred paper.</li> </ul>
8. Willful disruption of examinations.	<ul style="list-style-type: none"> <li>• Expulsion from the Institution for those involved.</li> </ul>
9. Impersonating another candidate.	<ul style="list-style-type: none"> <li>• Expulsion from the Institution for the candidates involved in the conspiracy.</li> </ul>
10. Presenting oneself for an examination in a subject he/she has not duly registered.	<ul style="list-style-type: none"> <li>• Cancellation of the candidate's results in that subject(s).</li> <li>• A written warning.</li> </ul>
11. Commission of examination offences more than once.	<ul style="list-style-type: none"> <li>• Expulsion from the Institution for those involved.</li> </ul>

## **5 Industrial Attachment**

This involves attachment of students and staff in the Industry to acquire relevant skills and exposure. Industrial attachment is a KNEC requirement for students taking technical courses.

- i. All students taking Diploma, Higher diploma and certificates will proceed on attachment after the Industrial Attachment Liaison officer (IALO) has issued notification of the same to the Registrar and Finance officer three (3) months in advance before the commencement of the attachment period.
- ii. Industrial attachment is a compulsory academic exercise at KISM for all students under TVET/TEP Diploma and certificate programs.
- iii. The attachment period will last for 3 months. The student are expected to meet all the costs involved.
- iv. Industrial attachment in KISM is coordinated by the Industrial Attachment Liaison officer (IALO).
- v. All correspondence, disciplinary cases, leave of absence requisitions during the industrial attachment will be handled by the IALO who will make recommendations to the Director through the respective head of department.

### **5.1 Grading of Industrial Attachment**

Trainees on Industrial attachment will be visited and assessed by Lecturers at least once during the period of attachment. No student will be allowed to graduate from the institute unless he/she has gone for the industrial attachment.

### **5.2 Conduct of Students during Industrial Attachment**

The Student is expected to:

- i. Report and leave work at the appointed time (normal working hours for employees)
- ii. Co-operate with the supervisors and obey all lawful instructions like other employees.
- iii. Work diligently and avoid all activities that may be detrimental to the wellbeing of the organization.

- iv. Learn as much as possible about the trade and about the industry through meaningful work and cooperation with co - workers.
- v. Obtain permission for all leave of absence.
- vi. Leave of one week and above must be reported to the Institution.
- vii. Complete all industrial work assignments given within the specified time.
- viii. Ensure the industrial attachment worksheet is duly signed once the industrial attachment period is completed.
- ix. Submit the Industrial Attachment logbook fully completed to the IALO.

### **5.3 Absenteeism during Industrial Attachment**

A student who absents himself/herself from the Industrial attachment without a valid reason will be given a written warning from the Institution and if he/she persists an appropriate action shall be taken accordingly.

## **6 Harassment and discrimination Policy**

### **6.1 Preamble**

KISM regards harassment and discrimination as illegal and unacceptable. The institution will take all reasonable steps necessary to minimize the likelihood of harassment or discrimination occurring within the Institute and assist staff and students to deal with incidents when they occur. The purpose of the policy is to provide the framework and process for dealing with harassment and discrimination claims in an impartial and consistent manner.

Harassment covers a wide range of behaviours including, intimidation, bullying, coercion, humiliation, embarrassment, disturbance, threats or violation of ones rights/privacy.

Discrimination may be direct or indirect. It occurs when a person treats or proposes to treat another person unfavorably because of a certain characteristic. It includes treating another person unfavorably or in an offensive manner based on disability, impairment, age, gender, sexual orientation, marital status, race/tribe, colour, religion, culture, pregnancy, family or career responsibilities, political opinion, national extraction, social origin and lawful associations.

### **6.2 Behaviours that constitutes harassment or discrimination**

Behaviours which may be considered as harassment or discrimination may include;-

- i. Offensive, threatening, intimidating, or demeaning behavior directed at an individual or a group of people.
- ii. Any requirement that a person accepts or engages in any form of sexual behavior to gain an advantage in admission, registration, assessment/performance, accommodation or any other activities pertaining to student's welfare.
- iii. Communication of a spoken or written nature and computer mediated material that shows hostility or aversion to individuals or groups in the community.
- iv. Treating another unfavorably or in an offensive manner based on differences of disability, impairment, gender, sexual orientation, tribe, religion, culture, career responsibilities and lawful associations.
- v. Unwelcome verbal, written, social, physical or sexual behaviour which may reasonably be expected to cause embarrassment, offense, discomfort, upset, fear or intimidation.

- vi. Verbal and written (includes via electronic medium): name calling, offensive language, disparaging remarks, unreasonable and continued criticism. Sending images which are unwelcome or inappropriate. Continual unjustified, unconstructive and/or unnecessary comments about a person's personal life, appearance, work performance.
- vii. Sexual deliberate and unwelcome or inappropriate physical contact (patting, pinching, brushing, hugging, touching, kissing, rubbing) considered sexual in nature; sexually orientated comments, messages, jokes, images or gestures; unwelcome questions or comments about private life, sex role stereotyping; staring or ogling;
- viii. Interference with a person's workspace, work materials, equipment or property, apart from what would be considered necessary for ongoing work in the particular area or as part of normal student work;
- ix. Requests for sexual favours or inappropriate personal attention.
- x. Offers of reward for sexual favours.
- xi. Intimidation that suggests the victim will be disadvantaged in some way if an inappropriate request is not complied with.

### **6.3 Resolving formal harassment or discrimination claims**

- i. Any form of harassment/ discrimination should be reported to the office of the Deputy Director.
- ii. Options for resolving/addressing formal harassment claims depending on the nature and seriousness of the claim(s) may take the following form:
  - a. Apology
  - b. Disciplinary action or formal warning
  - c. Direction to keep parties apart, monitor behaviour, provide information, support or training.
  - d. Conciliation.
  - e. Counseling.
  - f. Independent investigation.
  - g. Mediation.
  - h. Mentoring.

Both the complainant and respondent can appeal the outcome of a formal claim.

## **7 Student's Welfare Procedures**

The student's welfare procedures deals with matters pertaining to the welfare and wellbeing of the students. This includes sports, accommodation, clubs and associations.

### **7.1 Students Council**

- i. The Institute has students Council members elected into office on a yearly basis. The student council has eight (8) members.
  - a. Chairperson
  - b. Vice – chairperson
  - c. Secretary general
  - d. Academic coordinator
  - e. Sports secretary
  - f. Sports coordinator
  - g. Welfare coordinator
  - h. Entertainment coordinator
- ii. In instances when all the council members elected are of the same gender, the elected council officials in consultation with the administration will nominate a member of the opposite gender in the council.
- iii. The council is expected to liaise with the students on any issue touching on their welfare and if need be communicating any pressing issues to the Director through the Dean of Students or the Head of department.
- iv. Nevertheless, the same pressing issues can be noted down for presentation at meetings held between the Administration and the Students Council.
- v. Students are not permitted to issue any verbal or written statements about the operations of the institute directly to the press, broadcasting authority or any foreign agency without prior clearance by the authorized officer.

### **7.2 Accommodation**

Due to inadequate availability of accommodation facilities, rooms are allocated on a *first come first served basis*.

#### **7.2.1 Dining Hall**

- i. Times for meals are as follows

Breakfast	- 6.45 – 7.30a.m.
10 O'clock Tea	- 10.15 – 10.25a.m.
Lunch	- 12.30 – 1.30p.m.
Supper	- 6.30 – 7. 15p.m

- ii. Weekends and Public Holidays breakfast will be served from 7.30 – 8.30a.m.
- iii. Meals will not be taken out of the dining hall except with the permission of the Cateress in case of sickness.
- iv. The kitchen is out of bounds to all students.

### **7.3 Counseling**

The Institute has established a counselling and guidance unit to assist the staff and the students to realize the goals of optimum academic, personal and social development.

### **7.4 Dress Code**

The dress code is applicable to all students and is part of our policy to provide and maintain high professional standards in the college, during industrial attachment, or education visits outside the Institutes. Students are expected to always dress decently. For both male and female students, dreads, unkept or dyed hair is not allowed. In addition; -

#### **7.4.1 Female students**

Female students will NOT be allowed to wear the following: -

- i. See – through tops.
- ii. Tunck tops/Tumbo - cuts
- iii. Tight or revealing clothes.
- iv. Mini skirts
- v. Kangas/Lesos
- vi. Capped sleeves or sleeveless tops
- vii. Long and multiple slit skirts
- viii. Bathroom slippers

#### **7.4.2 Male students**

Male students will NOT be allowed to wear the following: -

- i. Sagging trousers
- ii. Sleeveless tops/vests

- iii. Bathroom slippers
- iv. Bling bling
- v. Studs/earrings
- vi. Plaited hair

## **7.5 Sports**

Students are encouraged to participate in sports activities when not having lessons.

### **7.5.1 Dress Code during Sports**

Games Kit for students participating in sporting activities will comprise of the following for each gender: -

#### **7.5.1.1 Men**

A Navy-Blue Tracksuit, Shorts of various colours, Stockings of various colours, a pair of white rubber shoes, Jerseys of various colours, Soccer Boots and Athletic Spikes.

#### **7.5.1.2 Women**

A Navy-Blue Tracksuit, Shorts of various colours, a Green pleated skirt and bloomer, Stockings of various colours, a pair of white rubber shoes, Jerseys of various colours, Soccer Boots and Athletic Spikes.

### **7.5.2 Sports Equipment**

- i. Students participating in College teams will be issued with sports equipment such as balls, rackets, hockey sticks, Darts, etc.
- ii. If the equipment is maliciously damaged and or lost, the persons involved will be held responsible.

### **7.5.3 General Behaviour during Sports**

- i. Students are expected to behave in a mature and respectful manner while on training and on official sport trips.
- ii. Students are not allowed to invite teams for friendly matches directly but should do so through the sports patron.

## **7.6 Clubs**

- i. Information on clubs and their activities will be captured in the institute annual calendar of events.



- ii. Students are encouraged to register with the various clubs and participate in their activities.

### **7.7 Insurance Cover**

The students will on admission for the first time make a one-time payment for a **Group Insurance Cover** which will cater for accidents for the entire period of their training.

### **7.8 Library Services**

These rules and regulations apply to all users of the library services. The main purpose of these rules is to safeguard the common interest of all users and to enable the library to carry out its functions as effectively as possible. Failure to observe the rules can lead to disqualification

#### **7.8.1 General rules**

- i. Smoking is not permitted in library
- ii. Consumption of food and drinks is not permitted in the library
- iii. Usage of communication devices (cell phones) is not allowed in the library
- iv. No bags, umbrellas, parcels, textbooks etc, may be brought into library. Adequate storage facilities have been provided at the entrance.
- v. On leaving the library, all users are required to produce for inspection all books and items taken out of the library.
- vi. Silence must be observed strictly.
- vii. Reservation of seat is not permitted. Books and other articles left for any length of time on chair and tables may be removed by the library staff and shelved.
- viii. Users must be decently dressed and conduct themselves properly in the library.
- ix. The library staff on duty has the right to request a user to leave the premises if he/she is found to violate any of the library rules.
- x. Official time for determining fines on overdue books and for other purposes will be read according to the time determined in the computer system at the circulation counter. Should the system be down, the correct time will be determined by the library staff at the counter services.
- xi. The librarian is empowered to withhold library facilities for any infringement of these rules.

- xii. The library will not accept responsibility for the loss or misplacement of personal belongings.
- xiii. The librarian may amend the library Rules and Regulations as and when necessary.

### **7.8.2 Loan Rules**

- i. Only KISM members can borrow library materials.
- ii. No books or library materials may be brought out of the library until the loan has been recorded. Unauthorized removal of library materials is regarded as a very serious offence.
- iii. Library materials borrowed must be returned on or before the due date.
- iv. The normal period for books is one week. The library, however, may fix varying loan periods for different types of materials or users as it deems fit.
- v. All borrowers must settle any overdue loans before they are permitted to borrow again.
- vi. Loaning of books is only two (2) books to student in a period of one week and (5) books to staff for a period of (2) weeks, subject to renewal for the same period.

### **7.8.3 Cyberspace Rules**

Do not use the computers to do the following: -

- i. Emails
- ii. Playing music
- iii. Playing games
- iv. Do not install or uninstall any program or service in any computer. This is only a preserve of the librarian.
- v. If any device of the computer is not working, do not fix it kindly report at the reference desk or to the IT person in charge.
- vi. You can use the computer for a time allocated by the librarian. If need be you can be asked to give others opportunities subject to numbers of users and computers at a time.
- vii. Do not send job for printing, it is not allowed within the cyber. If necessary, contact the librarian.

### **7.8.4 Fines**

A fine will be imposed on anyone returning an overdue book. The rate will be Ksh.5 per day.

### **7.8.5 Loss and Damage**

- i. Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the librarian to enable appropriate action to be taken.
- ii. A borrower can either replace the book lost or damaged by purchasing it himself/herself or requesting the library to replace it.
- iii. All books replaced must be of latest edition. If the book is one of set or series, they may be called upon to replace the whole set or series.

## **7.9 Student's code of conduct**

### **7.9.1 Preamble**

The purpose of this code of conduct is to guide the general character and behavior of the student with the aim of promoting harmony and to enable the institute to address any conduct related issue in an objective and balanced way.

The guiding principle in formulating this code of conduct has been to avoid infringing on individual rights and preferences while at the same time instilling discipline, professionalism and decency to create an environment that is conducive to learning.

The institute reserves the right to review, change, add or remove any part of this code of conduct without prior notice provided that such reviews are lawful / legal is communicated to the students.

It is important to note that this code of conduct comprises the rules that must be complied with and the regulations that guide the student from time to time.

For ease of use, this code of conduct is organized into two sections namely: -

- i. Applicability and **Student** obligation
- ii. General Student Conduct and Discipline

### **7.9.2 Applicability and Student Obligations**

- i. This code of conduct shall apply to all students at Kenya Institute of Surveying and Mapping (KISM),
- ii. This code is binding to every student whether in session, Industrial Attachment, Academic trips or visits or other official duties within or outside, the institute.
- iii. Students at other Institutes on a visit or being hosted by KISM are bound by all or relevant parts of this code of conduct.
- iv. A student who is reported to have flouted any part of this code of conduct will be required to appear before a disciplinary panel constituted by the institute and will be required to show cause why disciplinary action(s) should not be taken against him or her.
- v. Every student shall be required to read and sign a declaration witnessed by a parent or Guardian above eighteen (18) years of age and of a sound mind and not under the influence of any intoxicant(s) that he or she has read and understood and will abide by this code of conduct.

- vi. It is the responsibility of the student to take the necessary action(s) in response to all information posted in the student notice boards that concerns the students and to avoid the “*I didn’t see it*” attitude.

### 7.9.3 General Student Conduct and Discipline

- i. Every student should conduct him / herself with dignity, integrity and morally while within or outside the institute and always portray KISM in good light.
- ii. A student who is called upon to perform any duty either individually or collectively as a service to the institute through either an election or a nomination is upon accepting such election or nomination, discharge it diligently, responsibly and with decorum and integrity.
- iii. Any student who wishes to represent the student fraternity either individually or as a team should either be competitively elected by the students or in exceptional cases be nominated by institute’s administration.
- iv. It is unlawful and forbidden to discriminate against any student, group of students, staff member or member of the public on grounds of disability, ethnicity (tribe), economic status, gender, religion or any other ground.
- v. It is the responsibility and obligation of every student to pay fees stipulated by the institute on time to enable the later offer its services smoothly.
- vi. The institute reserves the right to bar any student from undertaking any trip or visit or such other activity due to failure by the later to pay the requisite fees or part of the fees as may be determined by the administration.
- vii. In case of any compliment or complaint, the student whether individually or as a group is required to embrace civility and follow proper channels. The proper channel in this case is hierarchical order comprising the *Class Representative, the Class Tutor, the Head of Department, the Deputy Director and finally the Director if necessary*.
- viii. It is forbidden for any student to misappropriate funds belonging to a club(s) or association(s) which is officially registered with the institute.
- ix. A student may be discontinued if or when he or she is convicted by a court of law for civil or criminal offence.

- x. Though not compulsory, it is highly recommended that a student belong and actively participate in the activities of at least one club, association, game, etc.
- xi. Invitation of or by any group from other organizations (including students from other institutes) should be through the respective patrons or team managers and must be approved by the Director-KISM or his/her authorized agent(s).
- xii. There is no payment for representing the institute in any activity or exercise. However, the institute may on its own discretion facilitate or award such representation as it considers appropriate.
- xiii. It is forbidden to sabotage or hold the institute at ransom to get any form of service or influence its decision(s).
- xiv. Any sickness that occurs while in session or on a trip or visit organized by the institute should be reported immediately. In such a case, the institute will assist the student seek medical help, but the parent or guardian will meet the cost of the subsequent treatment.  
In case of an accident, the treatment will be covered by the student's group insurance cover in accordance with the insurance policy
- xv. Non-routine (special) meals may only be served to a student after the production of a Doctor's recommendation. Similarly, a student or a group of students who are at a given time engaged in an activity may be served such non-routine meals only with the recommendation of the officer in charge of such an activity and with the approval of the Director, KISM.
- xvi. No student can bully or offend in any way a member of staff or any student or a member of the public whether such staff or student is from KISM or any other institutes on official duty within KISM or on a trip or visit outside KISM.
- xvii. Students are forbidden from smoking, being drunk or intoxicated and disorderly while at the institute. *KISM is a smoking free zone.*
- xviii. Any students found abusing drugs/substances or alcohol will be expelled from the institution.
- xix. Every student (new or continuing) is required to register with the relevant office before benefiting from any service(s) offered by the institute.

- xx. All students should arrive at the institute before 4.00 p.m. when reporting for a new term and by 10.00 p.m. in all other times.
- xxi. Every student should co-operate always with the institute's security personnel and allow themselves and/ or their luggage to be subjected to lawful security checks and if asked they should produce the relevant identification documents.
- xxii. Student identity card is the property of the institute and should be surrendered to the later when the student status ends in whatever way or for whatever reasons.
- xxiii. Lost student's identification card should be reported to the Registrar as soon as possible and within 24 hours. In this case, lost cards will be replaced at a fee, but only upon the production of a police abstract.
- xxiv. Every student should clear at the beginning and at the end of each term or semester. A student suspended or discontinued should also clear and surrender any institute property in his or her possession including the student identification and meal card before leaving the institute.
- xxv. Fees once paid is not refundable be it due to referral of a study year, deferral, suspension or discontinuation. However, the institute may consider reallocating part or the entire amount as it considers necessary lawful.
- xxvi. Before occupying any room allocated by institute in the hall of residence, every student is required to confirm all the items indicated in the room inventory, sign the room inventory in duplicate and submit the original to the housekeeping office and retain the duplicate.
- xxvii. No student can change rooms without the permission of the housekeeper.
- xxviii. It is forbidden to host any student, member of staff or member of public in the institute's hostel room overnight.
- xxix. Any item that is spoiled or malfunctions during the room occupation should be reported immediately to the Housekeeper.
- xxx. No vandalism of any form is allowed, and a student should not carry out any fittings or electrical connections.

- xxxi. It is forbidden for any student to engage in any trade or business at the institute without permission from the institute's authorities. This includes shy-locking, gambling, etc.
- xxxii. Food should not be taken to the hostel unless when necessary and in that case, permission should be sought from the housekeeper.
- xxxiii. Students are forbidden from moving chairs or tables or other equipment /furniture meant for use in the classrooms, Laboratories, Library, Staffroom, hostels, dining hall or hostel room etc. to any other point of use.
- xxxiv. Students are not permitted to issue any verbal or written statements, publications or otherwise concerning the operation of the institute or any section(s) or subject(s) of the institute without clearance or permission from the Director-KISM.
- xxxv. It is forbidden to maliciously deface, obliterate, distort or in any way modify the original meaning of any poster, signs-post, publication etc belonging to the institute, a staff member, a student, a member of the public etc that is lawfully put on the notice board.
- xxxvi. Students are forbidden from visiting all areas designated out of bounds to students.
- xxxvii. Theft of any property belonging to the institute, a staff member, fellow student, a member will lead to disciplinary action(s) including suspension, discontinuation or being handed to law enforcement authorities.
- xxxviii. Every student should act reasonably and apply common sense when dealing in any matter or with any individual always.
- xxxix. It is forbidden for any student to manifest careless behavior such as littering, wrong use of common facilities such as washrooms, leaving lights on when not being used, leaving water taps running un-necessarily, etc.
- xl. Students are forbidden from publicly advancing the ideals or beliefs of any political group or faction while at the institute.
- xli. Fighting and/or use of obscene words about any member of staff or student of KISM or other institute on official duty is forbidden.