



**MAASAI MARA TECHNICAL AND
VOCATIONAL COLLEGE
(MMTVC)**



STUDENT (TRAINEE) HANDBOOK

Rules, Regulations & Code of Conduct

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Welcome to MMTVC

Dear Trainee,

Welcome to our College. As a member of this institution, you have a role to play in maintaining a safe, respectful, and focused learning environment. Our school rules are designed to guide your conduct, promote discipline, and ensure fairness for all.

We kindly ask you to read, understand, and commit to observing these rules. By doing so, you not only protect your own rights but also contribute to the success and well-being of others. Let us work together to build a college culture rooted in responsibility, respect, and excellence.

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Part A: Rules and Regulations

1. Class Attendance

Class monitoring tools must be signed for each lesson. Ensure your full correct name is in the attendance sheet. Attendance of classes is compulsory. A trainee must attain 75% of lectures in any given unit.

A trainee who does not attain 75% attendance will not be registered for the National Examination. Irregular attendance of classes without valid permission will lead to SUSPENSION.

2. Examinations / Assessment

Examinations/assessments should be done as time-tabled. Any exemptions from sitting assessments/examinations must be sought from the office of the Registrar well in advance. All trainees MUST sit for the internal assessments/examinations, as the results will determine progression to the next level.

Trainees should register and pay for assessment/examination fees within their enrolled training programs as per the assessment/examination body rules. Any trainee registering for an external examination MUST CLEAR ALL outstanding school fees.

3. Fee Payment

Fee payment rules must be strictly observed. Any trainee found in class without having paid fees will be disallowed unless they can show proof of authority from the relevant office. Trainees MUST register as current trainees every new term/module to access facilities and services in the College.

4. College Identification Card

The College ID should be carried at all times. Trainees will NOT be allowed into the College without a trainee ID. Any trainee found exchanging trainee ID cards will face disciplinary action. Lost cards must be reported immediately to the Office of the Dean of Trainees and will only be replaced at a cost of Kshs. 500.

5. Smoking & Drinking

Smoking and drinking are banned at MMTVC. Trainees found smoking any form of drugs (e.g. bhang) in the school compound will face the disciplinary committee. Drunkenness is completely unacceptable; any trainee reported to be drunk in the College will face disciplinary action.

6. College Bus / Transport Protocols

Trainees should buckle up safety belts at all times of travel. Road safety rules should be observed at all times when using the College bus.

7. Fights, Brawls, Forgery & Theft

These offences will not be tolerated and will be treated as criminal offences. Trainees involved may be referred to the police and face disciplinary action. No staff or trainee is allowed to carry any crude weapons, including but not limited to runkus, knives, pangas, or any illegal firearms within the Institution.

8. Mobile Phones and Walkman / Earbuds

Mobile phones and Walkman/earbuds must not be used while in class at all. Walkman may only be used in the fields, outside class hours.

9. Arrests by Police

Trainees are governed by the overall laws of the land that govern other Kenyans and can be arrested by the police if they infringe these laws, whether in college or outside. The College will not interfere with the Police carrying out their duties in accordance with the law.

10. Meetings, Processions and Demonstrations

It is a serious offence for any trainee to organize or participate in meetings, demonstrations, or processions for which permission has not been granted by the College. Unauthorized ceremonies/events are not permitted.

11. College Property

A trainee or group of trainees will be held responsible for any damage to college property resulting from misuse or willful destruction. Trainees must handle property with utmost care. Any trainee who damages, vandalizes, or loses College property will be surcharged the full replacement value. Where the culprit cannot be identified, a general charge may be administered against the responsible group. Workshop, computer lab, library, hostel, and laboratory regulations must be strictly adhered to.

12. Co-Curricular Activities

All trainees shall participate in college activities whenever called upon, as long as they maintain law and order.

13. Relationship with Staff Members

Trainees must respect all members of staff, irrespective of their designation, whether teaching or non-teaching staff.

14. Clubs and Societies

All trainees are free to join any officially registered club or society in the College. Registration of new clubs is done by the Dean of Trainees (DOT), provided their constitutions are in harmony with the College Rules and Regulations and constitution. Tribal/ethnic affiliations, associations, gatherings, and meetings are strictly not allowed in the College.

15. Medical Services

The College provides medical services for minor ailments in the College dispensary. Any trainee referred to a general or private hospital for treatment will be required to meet their own hospital expenses. Trainees may visit the Guidance and Counselling office for appropriate psycho-social support if needed.

16. Loss or Damage of Trainees' Property

The College will not be held responsible for losses or damage to trainees' personal property while on college premises. Every trainee is expected to take care of their valuables.

17. Fire Fighting Appliances

It is a serious offence against college regulations to interfere with, damage, or remove (other than for fire-fighting purposes) any firefighting appliances.

18. Hostels

Trainees who wish to stay in the College hostels must apply. Those offered a place must observe the following rules:

- Male hostels are out of bounds to all females; female hostels are out of bounds to all males.
- No visitors are allowed in the hostels without permission from the Dean's office.
- No obscene literature or nude pictures should be displayed or drawn on the walls.
- No cooking is allowed in the hostels.
- It is the responsibility of all room occupants to keep their rooms clean.
- Ablution rooms must be properly used.
- Excessive noise within the College compound is prohibited; offenders will be declared a public nuisance and denied boarding rights.
- The Dean's Office or other authorized staff may conduct surprise inspection of rooms at any time.

19. Canteen / Cafeteria

- The kitchen is out of bounds to all trainees at all times.
- Dining hall utensils should not be carried out of the dining hall without proper permission.
- Carrying meals out to sick trainees is allowed only with permission from the College Nurse.
- Queues must be managed in line with physical distancing procedures.

20. Emergency

In case of illness or an urgent crisis, trainees should report to the College Nurse, Security Officer, or the Dean of Trainees. In their absence, reports should be made to the Registrar or the respective Head of Department.

21. Correspondence

No trainee shall make public statements on behalf of the trainees' association or societies on matters affecting the College without specific authority from the relevant authority. Invitations of Government officials, politicians, and representatives of foreign countries to visit the College officially shall be channeled through the College authorities.

22. College Functions and Events

All trainees are expected to adhere to and respect College functions and events. The College has authority to define the structure and dates of such functions/events in line with its activity plan or calendar. The College will not reschedule events to suit individual trainee needs.

23. Dress Code

This dress code applies on all days of the week and at all MMTVC functions. To maintain high professional and academic standards, all trainees must dress decently and observe the following:

Female trainees will NOT be allowed into the College when wearing:

- Strapless dresses/tops and spaghetti tops
- Backless dresses
- Shorts or pedal pushers
- Low-cut dresses, tops and blouses
- Caps/marvins
- Long and multiple-slit skirts
- Crocs (only smart open shoes are allowed)
- Leggings/tights
- Tank tops
- Tight, clingy skirts
- See-through clothing
- Dress tops
- Ripped clothes
- Waist jewelry
- Eyebrow studs/rings
- Nose studs/rings
- Jumpsuits
- Exposed cleavage

Male trainees will NOT be allowed into the College when wearing:

- Shorts
- Plaited or chemically treated hair
- Braids
- Earrings/studs
- Piercings
- Caps/Marvins

- Dreadlocks
- Long, unkempt hair
- Uncovered vests
- Bare chest
- Crocs (only smart open shoes are allowed)
- Sagging trousers and ripped jeans

If trainees arrive in any of these items, Security Officers at the gate will request them to go back home and change.

NB: Trainees should be familiar with all rules relating to computer labs, workshops, the library, and Assessments/Examinations in their respective departments. Ignorance is no defense — each trainee should make an initiative to get all necessary information from the Office of the Dean and the College Registrar.

Part B: Declaration by the Trainee

I hereby declare that I have read the Maasai Mara Technical and Vocational College Rules and Regulations as provided herein, in conformity with the guiding statutory documents — the Act 2013 & TVET Act of the Laws of Kenya — and hereby confirm that I will abide by the rules and regulations of the College.

Trainee's Details

Full Name: _____

ID No: _____

Adm. No: _____

Mobile No: _____

Sign: _____

Date: _____

Witnessed by HOD

Name: _____

Sign: _____

Date/Stamp: _____

— End of Handbook —