



NIBS
TECHNICAL COLLEGE

DISCIPLINARY POLICY

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ABBREVIATIONS AND ACRONYMS

CATs	Continuous Assessment Tests
CHAA	Chief Head of Academic Affairs
G & C	Guidance and Counselling
HAA	Head of Academic Affairs
HOD	Head of Department
HOEU	Head of Examinations Unit

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PREAMBLE

Incorporated on 19 March 1999 under the Companies Act (Cap 486), Nairobi Institute of Business Studies (NIBS) is a reputable private tertiary training institution. We are a registered institution of higher learning by the Technical Vocational Education and Training Authority (TVETA), to train in Artisan, Craft, Diploma and Advanced Diploma levels in various fields. NIBS Technical College enrolls multi-cultural & multi-religious learning groups from all over Kenya, East and Central Africa. Over 5000 students are currently pursuing different courses at NIBS. Training is offered on full-time and part-time and Virtual(eLearning) basis.

NIBS Technical College has established a QMS for implementing, monitoring and evaluating academic activities in the College. In this regard the Board of Directors has developed a disciplinary policy to be known as The NIBS Technical College Disciplinary Policy. This is a reflection of our commitment to upholding the values of integrity, professionalism, and respect. By promoting a culture of accountability and fairness, we aim to create a safe, supportive, and conducive learning environment for all members of our community.

Our Vision

To be a dynamic and innovative center of excellence in teaching, learning, research, and community service through the provision of high-quality and affordable training.

Our Mission

To provide quality and relevant education, training, research, and community service for sustainable and economic development.

MOTTO

Developing Character, Skills & Competence

Core Values

Respect
Professionalism
Integrity
Innovativeness
Customer Focus

1.0 INTRODUCTION

1.1 Background of the policy

At NIBS Technical College, we are committed to fostering a positive learning and working environment where all members of our community can thrive and succeed. As part of our commitment to maintaining high standards of conduct and promoting accountability, we have established a comprehensive Disciplinary Policy.

This policy seeks to sustain a positive organizational culture of the College through emphasizing on the following core values:

1. **Customer Focus** - we are committed to meeting customer needs and most importantly, exceeding their expectations.
2. **Excellence** - focus on doing more to maintain our tradition of outstanding outcomes in all our undertakings
3. **Integrity** - committed to upholding the highest ethical standards, demonstrating honesty and fairness in all operations.
4. **Accountability** - always accountable for our actions.
5. **Innovation** - Embracing creativity and innovativeness in responding to changes in the operating environment.
6. **Professionalism** - Uphold impeccable professional standards in our work while adhering to ethical standards.
7. **Teamwork** - Working together, as one team, towards the realization of the College's mandate.

This policy applies to all students enrolled at NIBS Technical College, including full-time, part-time students and eLearning students. Students are expected to conduct themselves in a manner that upholds the values and standards of NIBS Technical College. This includes, but is not limited to, the following:

- i. Respect for others
- ii. Academic integrity
- iii. Punctuality and attendance
- iv. Compliance with college policies and procedures
- v. Prohibition of discrimination, harassment and bullying

1.2 Purpose of the Policy

The purpose of this disciplinary policy is to establish a framework for maintaining a safe, respectful, and conducive learning environment at NIBS Technical College. It outlines the expectations of student conduct, procedures for addressing violations and the range of disciplinary actions that may be taken.

1.3 Execution of the Policy

This policy shall be executed by a disciplinary panel which shall be comprised of :

1. Respective Head(s) of Department/ Section
2. Dean of Students

3. Head of Academic Affairs
4. Chief Head of Academic Affairs
5. Administration Manager

The panel shall be Chaired by the Administration Manager or any other designate Officer.

2.0 REPORTING VIOLATIONS

Any staff member who notices an infraction of standards for students' conduct and behavior shall file a student conduct and behavior incident report with the College Administrator/CHAA/HAA/HOD to initiate disciplinary procedures in response to these violations.

Students who notice an infraction of standards of student conduct or behavior are encouraged to report the infraction either verbally or in writing to Administrator/CHAA/HAA/HOD/Trainer Administrator/CHAA/HAA or designate shall investigate on any indiscipline report received and gather evidence and as appropriate within 48 working days from the date the report was made and:

- a) Explain to the student the procedures and penalties related to the violation.
- b) Demand a written explanation relating to the offense from the student

3.0 LEVELS OF VIOLATIONS

The violations are categorized into four levels:

3.1 Level One Violation:

Level one violation may occur because of inexperience or lack of knowledge of student conduct. Cases involving level one violation may be dealt with between the staff and the trainee. These cases shall be heard and determined within 24hours (working day) from the time of reporting.

Level one violation may include but not limited to;

- i. Disturbing, disrupting, or otherwise interfering with the educational activities of fellow students and staff.
- ii. Disrespect through cursing, teasing
- iii. Lack of preparedness, missing assignments, lateness to class

Recommended sanctions for level 1 shall include;

Oral reprimand - This should be done in line with NIBS Technical College professional ethics.
Written reprimand - This will follow if the student fails to comply with the directions of the oral reprimand. Written reprimands shall be issued by the respective trainer and copied to HoD. Written reprimands must be signed by the student to indicate that he/she is aware of the reprimand and placed in the student's file until graduation. The student's signature does not imply agreement. If the student refuses to sign, this case shall be escalated to the respective HOD for appropriate action.

3.2 Level Two Violations:

Level two violations are of a more serious nature. Cases involving level two violations shall be heard by the respective HOD or designate. These cases shall be heard and determined within 5 working days from the date the case is reported.

Level two violations may include but not limited to;

- i. Unacceptable behavior which may include disrespect or use of abusive language
- ii. Lying, deceit, or misrepresentation related to course or the College activities.

Recommended sanctions for level two violations

Probation - This is an action that allows the student to remain in the College on the condition that future behavior is acceptable. During this period the student's behavior shall be closely monitored. The HOD or designate will place the student on probation and will inform the student in writing of the terms of the probation. A copy of this document shall be placed in the Students found guilty of a level two offense are not allowed to represent the College in any extracurricular activities

3.3 Level Three Violations:

Cases involving level three violations are those that go beyond level one or two cases. Level three violations shall be heard by CHAA/HAA. These cases shall be heard and determined within the semester a matter is reported

Level three violations may include but not limited to;

- i. Subjection of any person to indignity or degrading.
- ii. Inappropriate use of alcohol and possession and / or use of illicit or non- medical
- iii. drugs, or abuse of medical drugs at the College.
- iv. Vulgarity.
- v. Use of internet access for pornographic materials.
- vi. Misuse of College equipment.

Recommended sanctions for level three violations

Suspension - This is an action that excludes the student from a course, attachment, or the College for a specified period of time. The period of suspension shall vary but not more than one academic year.

Removal from a course, attachment, or the College shall be immediate if the safety of College staff or students is in any danger.

Documentation for suspension shall outline length of suspension and conditions under which re-admission shall be considered or allowed. Students found guilty of a level three offense are not allowed to represent the College in any extracurricular activities.

A copy of this document shall be placed in the student's file.

3.4 Level four violations:

Level four violations represent the most serious breaches of conduct and behavior. Where the offense is a level three or higher as defined below, Administration Manager/CHAA/HAA or designate shall notify the Director.

These cases shall be heard and determined within the semester a matter is reported.

Level four violations include but not limited to ;

- i. Injury or threat of violence.
- ii. Unauthorized accessing of computer accounts, files and /or software
- iii. Possession and use of a weapon at the College, work placement or College sponsored/affiliated activities.
- iv. Assault - the actual or attempted physical or verbal attack on another student or staff of the College.
- v. Vandalism - the wilful or malicious destruction or defacement of public or private property of the College, College stamp or students.
- vi. Theft - the unlawful taking of the property of the College, staff or students
- vii. Membership or advancement of cult like activities such as LGBTQ, Devil Worshiping, drug ring/cartel
- viii. Repeated infractions at level three.

Recommended sanctions for level four violations

Permanent expulsion from the College. (All expulsions MUST be sanctioned by the Director)
Forwarded to Police. (The Administration Manager has the exclusive authority to escalate a matter to law enforcement agencies)

Expulsions shall be recorded on the student's transcript.

4.0 DISCIPLINARY PROCESS

4.1 Reporting Violations

Any staff member who notices an infraction of standards for students' conduct and behaviour shall file a student conduct and behaviour incident report with the College Administrator/CHAA/HAA/HOD to initiate disciplinary procedures in response to these violations.

Students who notice an infraction of standards of student conduct or behaviour are encouraged to report the infraction either verbally or in writing to Administrator/CHAA/HAA/HOD/Trainer

Administrator/CHAA/HAA or designate shall investigate on any indiscipline report received and gather evidence and as appropriate within 48 working days from the date the report was made and:

- a) Explain to the student the procedures and penalties related to the violation.
- b) Demand a written explanation relating to the offense from the student

4.2 Investigation

The college will conduct a fair and impartial investigation into reported violations.

Hearing: Students facing disciplinary action will have the opportunity to present their side of the story before a disciplinary committee.

The disciplinary committee shall comprise of;

- i. Respective Head(s) of Department/Section(s)
- ii. Dean of Students
- iii. Head of Academic Affairs
- iv. Chief Head of Academic Affairs
- v. Administration Manager

The panel shall be Chaired by the Administration Manager or any other designate Officer.

Decision: The disciplinary panel will determine if a violation has occurred and, if so, impose appropriate sanctions.

5.0 DISCIPLINARY ACTIONS

The disciplinary actions may include, but are not limited to:

- i. Verbal or written warning
- ii. Probation
- iii. Suspension
- iv. Expulsion
- v. Escalation to law enforcement agencies

The severity of the disciplinary action will depend on the nature and frequency of the violation.

6.0 COMMUNICATION OF VERDICT

The Administration Manager or designate shall communicate to the Parent, Guardian and student the verdict of the Disciplinary Panel within 48 hours from that date of the hearing.

7.0 RECORD KEEPING

All disciplinary records will be maintained by the Dean of Students on behalf of college in accordance with privacy laws and regulations. All cases determined as indiscipline shall be recorded on the Disciplinary Occurrence Log sheet

8.0 APPEAL PROCESS

Students have the right to appeal disciplinary decisions. The affected student should appeal within 7 days from the date of communication of the verdict. The appeal process will involve a review by an independent committee to ensure fairness.

The appeal committee, chaired by the Director shall hear and make a determination to the appeal within 21 days from the date of receipt of the appeal. The student has the right to withdraw the appeal at any step during the process.

9.0 AWARENESS

This policy will be communicated to all students and staff through the student handbook, website, and other relevant channels.

10.0 POLICY REVIEW

This policy will be reviewed after every three (3) years with a mid-term review to accommodate emerging issues or from time to time as need may arise.

Appendix.

This table illustrates a summary of some of the violations, levels and likely actions.

S/N	OFFENSES	VIOLATION	HEARD BY	SUMMARY
1	Use of earphone while walking	Level 1	Trainer / HOD	Warning
2	Eating in classes and workshops	Level 1	Trainer / HOD	Warning
3	Littering the compound.	Level 1	Trainer / HOD	Fine
4	Foul language	Level 1	Trainer / HOD	Warning
5	Lateness to class/Meetings	Level 1	Trainer / HOD	Warning
6	Missing Assignments	Level 1	Trainer / HOD	Warning
7	Inappropriate Dressing	Level 1	Trainer / HOD	Warning
8	Not sitting for Exams	Level 1	Trainer / HOD	Warning
9	Causing Disturbance in Class	Level 1	Trainer / HOD	Warning
10	Lying and Deceit	Level 1	Trainer / HOD	Warning
11	Misrepresentation	Level 1	Trainer / HOD	Warning
12	Indecent Behavior	Level 1	Trainer / HOD	Warning
13	Boarders not attending to classes.	Level 2	HOD	Warning
14	Graffiti	Level 2	HOD	Fine
15	Truancy,	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
16	Cheating in Examinations,	Level 3	CHAA/HAA/Disciplinary Panel	Suspension/Expulsion
17	Trespass to the Hostel	Level 3	CHAA/HAA/Disciplinary Panel	Fine
18	Abusing Teachers or other Persons in Authority,	Level 3	CHAA/HAA/Disciplinary Panel	Suspension/Expulsion
19	Defiance of Lawful Instructions,	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
20	Intoxication	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
21	Exchange of student's IDs	Level 3	CHAA/HAA/Disciplinary Panel	Fine
22	Forgery of college issued documents	Level 3	CHAA/HAA/Disciplinary Panel	Fine
23	Incitement	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
24	Boycotting Classes or Meals,	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
25	Trespass to Unauthorized places	Level 3	CHAA/HAA/Disciplinary Panel	Fine
26	Destruction of School Property,	Level 3	CHAA/HAA/Disciplinary Panel	Damages/Police Case
27	Misuse of school property.	Level 3	CHAA/HAA/Disciplinary Panel	Fine
28	Unauthorized video/photos.	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
29	Being disrespectful to parents/guardian	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
30	Disrespect to teachers and other staff.	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
31	Watching pornographic and other unaccepted sites.	Level 3	CHAA/HAA/Disciplinary Panel	Warning
32	Misappropriation of Fess	Level 3	CHAA/HAA/Disciplinary Panel	Suspension
33	Physical fight to staff or another student.	Level 4	Disciplinary Panel	Police Case
34	Bullying other students	Level 4	Disciplinary Panel	Suspension
35	Stealing	Level 4	Disciplinary Panel	Police Case
36	Sexual harassment.	Level 4	Disciplinary Panel	Police Case
37	Rape and other Sexual attempt	Level 4	Disciplinary Panel	Police Case
38	Member of illegal gangs (As per Kenyan Law)	Level 4	Disciplinary Panel	Police Case

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39	Trafficking of drugs and other substance	Level 4	Disciplinary Panel	Police Case
40	Forgery of KNEC results (Discovered at entry or later)	Level 4	Disciplinary Panel	Police Case
41	Participation in Unlawful Demonstration,	Level 4	Disciplinary Panel	Police Case
42	Invasion of other Institutions Shopping Centers/Homes	Level 4	Disciplinary Panel	Police Case
43	Assault	Level 4	Disciplinary Panel	Police Case
44	Threat to Violence	Level 4	Disciplinary Panel	Police Case
45	Possession of weapon	Level 4	Disciplinary Panel	Police Case

