



CONSTITUTION OF
THE
KENYA INSTITUTE OF INFORMATION AND TECHNOLOGY.

DRAWN BY:

JOB M MAGONDU (MR)

DIRECTOR OF STUDIES

TH KENYA INSTITUTE OF INFORMATION AND TECHNOLOGY

P. O. BOX 12610 – 10100- NYERI

SIGN.....

.....STAMP.....



REGISTERED /WITNESSED BY:

This 9TH Day Of OCTOBER, 2018

At NYERI

COMMISSIONER FOR OATH/MAGISTRATE

OMBONGI O. DOUGLAS
ADVOCATE & COMMISSIONER
FOR OATHS

P. O. Box 2751-10140,
NYERI

2018

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CONSTITUTION OF THE KENYA INSTITUTE OF INFORMATION AND TECHNOLOGY

P.O.BOX 12610 NYERI

The name of the college shall be *The Kenya institute of information and technology* and its address is *Po. Box 12610 Nyeri*, registered under the Business Registration Act, Cap 499, and Section 14 of Kenya business no: BN/2015/332658 Pursuant to and in accordance with the provisions of the registration of Business Names Act and Rule made thereunder.

PREAMBLE

I the proprietor of The Kenya Institute of Information and technology.

ACKNOWLEDGE the supremacy of the almighty God of all creation:

PROUD of the ethnic, cultural and religious diversity and determined to live in peace and unity in this institution.

RECOGNIZING the value of all the students, teachers and parents of the college.

OUR VISION

We aim at being the best in the development, service delivery and implementation of information Communication Technology and Management program.

MISSION

To offer quality Information Communication Technology solutions to our clients in order to enable them manage their resources more effectively and to maximize their profits through embracing ICT.

CORE VALUES

- Integrity
- Customer focus
- Honesty
- Team work
- Competence
- Professionalism
- Credibility and commitment to work

WE DO THIS THROUGH

Training and quality service delivery.

Working with established business partners in consultancy and training to deliver sustainable activities and solutions which save cost and increase profits for the clients.

Demonstrating professionalism and integrity of service while working with our clients in each and every project always aiming at exceeding their expectations.

CHAPTER ONE

ARTICLE ONE: COMMITTEE OF MANAGEMENT

1. The committee of management shall operate according to the TVET Act, (2013)
2. The committee of Management shall be appointed by the sole-proprietorship business of *The Kenya Institute of Information and Technology* (registered under the Business Registration Act, Cap 499, and Section 14 of Kenya.

The committee shall consist:

- a) **Director of studies**
- b) **Operations Manager**
- c) **Dean of students**

The term of the office of the Committee of Management shall be three years. The Committee of Management shall at least convene a meeting once every three months.

The Committee of Management shall recommend for registration one of their members to be Director of studies of the College

Duties and responsibilities of Members of Committee

- a) **Director of studies**

The Director of service office is an administrative office which oversees the functions of all the academic departments within the college. It also implements the admission policy ensuring that response is given to application made. Our admission months are January, May and September for certificate, craft and diploma courses and open for short courses. It Cherishes the following values in line with the goal, vision and

mission of The Kenya Institute of Information and Technology. These include: Professionalism, ethics, integrity, transparency, accountability and teamwork.

The specific duties and responsibilities undertaken by the office include:

- a) Admission of students.
- b) Filling and keeping of student's records.
- c) Co-ordination of Internal and external examinations in liaison with the exam's office.
- d) Safe custody and issuance of certificates and results slip.

b) Operations Manager

- a) Operations manager office involves overseeing and having responsibility for all the activities of the college which contribute to the effective production of goods and services.
- b) The specific duties and responsibilities undertaken by this office include:
- c) Understanding strategic objectives: Operations managers must clearly understand the goals of the college and develop a clear vision of exactly how operations will help achieve them. This also involves translating these goals into implications for the operation's performance, objectives, quality, speed, dependability, flexibility and cost.
- d) Developing an operation strategy: Due to the numerous decisions making involved with operations, it is critical that operations manager have a set of guidelines that are align with the college term goals.
- e) Designing the operation's products, services and processes: Design involves determining the physical form, shape and composition of products, services and processes.
- f) Planning and controlling: This involves deciding what the operations resources should be doing and making sure that it is getting done.
- g) Improving performance of operation: Operations managers is expected to continually monitor and improve the overall performance of the college operation.

c) Dean of students

The office of the dean of students is mainly charged in dealing with matters pertaining to students' welfare.

It forms a link between the students and administration.

The main functions and responsibilities undertaken by the dean's office includes:

- I. Organize proper utilization of all students' recreational facilities
- II. Oversee organization of student's recreational facilities.
- III. Overseeing the organization of the students' government, clubs, societies and games
- IV. Arranging regular consultative information orientation meetings with the student's council, HoDs and the Directors
- V. Approving students leaves of absence
- VI. Keeping records and correspondences on students' issues and welfare
- VII. Organizing proper utilization of recreational facilities in liaison with the games master.
- VIII. Facilitating preparation of institute leaving certificates and certificates of merit.
- IX. The dean office works in consultation with the student council on matters concerning the student's welfare, recreation and everything that concerns the students

CHAPTER TWO

ARTICLE TWO: EDUCATIONAL PROGRAM POLICY

1. Definition of scope

The "Educational Program and policy of the college" is defined as consisting of the college's curriculum requirements, and academic standards:

- I. Selection and use of library material
- II. Academic and career counselling and guidance programs
- III. Determination of the academic qualification to be applied in the admission of students
- IV. Responsibility for the formulation and implementation of educational program and policy is reposed, subject to provisions herein for Committee members in the college acting in conjunction with officers of relevant education providers.
- V. The director of studies and dean of students shares the responsibility for proposing education program and policy. Proposals are made through appropriate committees of the college, for legislative actions.

- VI. Any education program or policy adopted by the college may be submitted by the Director of studies to the committee for approval prior to its implementation. When any educational program or policy adopted by the college is under review by the committee, the appropriate committee of the college, as designated by the Director of studies of the college may submit in writing a statement concerning the program and policy.

ARTICLE THREE: STRATEGIC GOALS AND OBJECTIVES

The college has developed a strategic goals and objectives to guide in delivery of quality services.

GOAL 1. QUALITY LEARNING EXPERIENCE

Objective 1.1. Deliver programs of study that meet the needs of the Kenya Institute of Information and Technology.

Objective 1.2. Use innovative methodologies, learning environments and delivery options.

Objective 1.3. Use partnership to expand pathways for workforce readiness and academic success.

Objective 1.4. Increase persistence, retention transfer and graduation rates.

Objective 1.5. Continuously improve academic achievement and student satisfaction.

Objective 1.6. Maintain a technology-current, effective student learning environment.

GOAL 2 FULFILLING COLLEGE EXPERIENCE

Objective 2.1. Integrate personal, social and professional skills for transition into the global community.

Objective 2.2. Provide student support services that are accessible, effective and efficient.

Objective 2.3. Promote diversity while building a welcoming, engaging, safe and inclusive community.

Objective 2.4. Develop the whole person by facilitating and supporting health and wellness.

Objective 2.5. Provide a meaningful participation of faculty, staff, students in governance matters.

Objective 2.6. Effective information exchange within the college community.

GOAL 3 STEWARDSHIP OF INSTITUTIONAL RESOURCES

Objective 3.1. Responsibly manage institutional resources (fiscal resources)

Objective 3.2. Develop and retain employees and recruit qualified employees (human resources)

Objective 3.3. Enhance facilities to increase workforce development and to meet changing needs.

Objective 3.4. Enhance the efficient, safe and innovative use of facility resources.

Objective 3.5. Continue to seek new funding sources and strengthen institution advancement efforts.

GOAL 4 OUTREACH AND COMMUNITY SERVICE

Objective 4.1. Focus on strategic enrollment growth.

Objective 4.2. Strengthen partnerships with business, government, and educational institutions.

Objective 4.4. Increase community interaction and public visits to the campus.

CHAPTER THREE

ARTICLE FOUR: STUDENTS

Students shall be the architects of college life at The Kenya institute of Information and Technology. They shall be governed by college committee; to start new organizations, clubs, and associations and performing groups; they sit with administrators on policy committees; they arrange for entertainment, they have unusual amount of power to shape their own life and experience while at The Kenya Institute of Information and Technology. Great things happen when intelligent people are empowered to build their dreams. The Kenya Institute of Information and Technology students shall participate in cooperate social responsibilities.

1. Right of students at The Kenya Institute of information and technology

- a. **Right to Education-** Students have the right to access quality education and academic resources without discrimination.
- b. **Right to Free Speech-** Students can express their views, opinions, and ideas freely, as long as they do not infringe on the rights of others or violate school policies.
- c. **Right to Privacy-** Students have the right to privacy in their academic records and personal information.
- d. **Right to Fair Treatment-** Students should be treated fairly and equitably in all aspects of institute life, including grading, discipline, and access to services.
- e. **Right to Due Process-** In disciplinary actions, students have the right to be informed of the charges against them, to present their case, and to appeal decisions.
- f. **Right to Participate in Governance-** Students often have the right to participate in college governance, including serving on committees and voicing their concerns through student organizations.
- g. **Right to Safety and Security-** Students have the right to a safe campus environment, free from harassment, discrimination, and violence.
- h. **Right to Support Services-** Access to academic advising, mental health resources, tutoring, and other support services is a right for students.
- i. **Right to Complaint and Grievance Procedures-** Students have the right to report grievances or complaints and to have those issues addressed through established procedures.

2. Students Complaint and Grievance Procedures

a. Purpose

To provide a clear and fair process for students to express concerns and seek resolution for issues related to their educational experience.

b. Scope

This procedure applies to all complaints related to academic issues, discrimination, harassment, campus services, and other concerns affecting student life.

c. Informal Resolution Steps

Step 1: Direct Communication

Students are encouraged to first discuss their concerns directly with the individual involved (e.g., instructor, staff member).

Step 2: Mediation

If direct communication does not resolve the issue, students may seek mediation through the student affairs office or a designated mediator.

d. Formal Complaint Submission

Step 1: Prepare the Complaint

Students should document their concerns, including:

Clear description of the issue

Relevant dates and times

Names of individuals involved

Any supporting evidence (emails, documents, etc.)

Step 2: Submission Process

Complaints should be submitted via.

Email to the appropriate office

In-person submission to the office

Within 7 days of the incidence.

e. Investigation Process

Step 1: Acknowledgment

The receiving office will acknowledge receipt of the complaint within 5 days of receipt of the email

Step 2: Investigation

Collecting evidence

Interviewing the complainant, the accused, and any witnesses by the school board members

Maintaining confidentiality

Step 3: Timeline

Investigation will be done within 14 days

7. Outcome Notification

Students will be informed of the investigation's outcome in writing, detailing any actions taken or recommendations made.

8. Appeal Process

a) Grounds for Appeal

Specify valid grounds for appealing a decision will include new evidence, procedural errors or any other form of appeal.

b) Submission Process

Deadline for filing an appeal will be within 14 days of receiving the outcome.

9. Support Resources

Students are encouraging to use the following support resources during complains

a) Counseling services

b) Advocacy groups

3. Student Code of Conduct

a. Purpose

To promote respectful and constructive interactions between students and staff.

To ensure a safe and supportive educational environment for all.

b. Core Principles

- **Respect:** Acknowledge the professional roles and contributions of staff members.
- **Professionalism:** Engage with staff in a manner that reflects positively on the college community.
- **Communication:** Use clear, polite, and appropriate language in all interactions.

c. Expected Behaviors

- a) Treat staff with courtesy, using appropriate language and tone.
- b) Listen attentively to staff instructions and feedback.
- c) Uphold honesty in all academic work, avoiding cheating, plagiarism, and fabrication.
- d) Acknowledge sources appropriately and complete assignments independently unless collaboration is permitted.
- e) Provide feedback to staff in a respectful and constructive manner, when appropriate.
- f) Take ownership of academic and personal responsibilities, including meeting deadlines and attending classes.

- g) Reflect on the impact of one's actions on the Institute community.
- h) Follow college policies and procedures, including those related to academic conduct, college safety, and residence life.
- i) Be aware of and comply with rules regarding substance use and behavior in the Institute

d. Prohibited Conduct

- a) **Harassment or Discrimination:** Any form of harassment, bullying, or discriminatory behavior towards staff members based on race, gender, sexual orientation, or other protected characteristics.
- b) **Threatening Behavior:** Any verbal or physical threats or intimidation directed at staff.
- c) **Disruptive Behavior:** Engaging in actions that disrupt the educational process or impede staff from performing their duties.
- d) **Noncompliance:** Failing to follow reasonable requests or instructions from staff members, interrupting classes, meetings, or events, and refusing to comply with reasonable requests from staff.
- e) **Vandalism or Property Damage:** Damaging or defacing property owned by staff or the institution.
- f) **Stalking:** Engaging in unwanted and repeated contact or attention towards staff members that creates a hostile environment.
- g) **Impersonation:** Misrepresenting oneself as a staff member or attempting to manipulate staff using false identities.
- h) **Insubordination:** Failing to follow instructions or directives given by staff members.
- i) **Threatening Behavior:** Making threats of violence or intimidation towards staff members, either verbally or through actions.

3. Staff Procedures for Reporting Student Violations

a. Recognize the Violation

Identify and document specific behaviors or incidents that constitute a violation of the Student Code of Conduct, such as harassment, academic dishonesty, or disruptive behavior.

b. Document the Incident

Details to Include:

- a) Date, time, and location of the incident

- b) Names of individuals involved (including witnesses)
- c) A detailed description of what occurred
- d) Any evidence (e.g., emails, messages, photographs)
- e) Use clear and objective language in documentation.

3. Inform Your Supervisor

Notify your immediate supervisor or designated authority (e.g., department head, student affairs office) about the incident. Discuss the situation and seek guidance on the next steps.

4. Complete a Reporting Form

Fill out any required reporting forms provided by the institution. These forms may be available online or through the student affairs office.

Ensure all necessary information is included.

5. Submit the Report

Submit the completed report to the appropriate office, such as:

- a) Student affairs
- b) College Board of Management
- c) Academic integrity office
- d) Human resources (for staff-related issues)

6. Follow Up

Stay informed about the progress of the investigation, if appropriate.

Be available to provide additional information or clarification if needed.

7. Maintain Confidentiality

Keep the details of the incident confidential to protect the privacy of all individuals involved.

Only discuss the matter with authorized personnel.

8. Support Resources

Encourage students who are affected by violations to access available support resources, such as counseling services or advocacy groups.

9. Participate in the Investigation

Be prepared to cooperate with any investigations conducted by the college, including providing additional information or testimony.

10. Review and Reflect

After the incident is resolved, reflect on the situation and consider any steps that can be taken to prevent similar issues in the future.

6. Disciplinary Actions

Potential consequences for violations, which may include:

- a) **Verbal Warning-** A staff member may issue an informal warning to the student, addressing the behavior and its impact.
- b) **Written Warning-** A formal written notice detailing the violation, expectations for future behavior, and potential consequences for further violations.
- c) **Probation-** A specified period during which the student must adhere to certain conditions and demonstrate improved behavior. Violations during this time may lead to more severe consequences.
- d) **Educational Sanctions-** Requirements such as attending workshops, counseling sessions, or completing community service to educate the student about the impact of their behavior.
- e) **Loss of Privileges-** Temporary suspension of privileges, such as participation in extracurricular activities, access to certain campus facilities, or parking privileges.
- f) **Restitution-** Requirement to compensate for any damage or loss incurred due to the student's actions, often applicable in cases of vandalism or theft.
- g) **Suspension-** Temporary removal from the college for a designated period. This can be either in-house (with restrictions) or out-of-house (complete removal from college).
- h) **Expulsion-** Permanent removal from the college for serious or repeated violations. This action typically follows a formal hearing process.
- i) **Referral to Counseling or Support Services-** In cases involving mental health or substance abuse issues, students may be referred to appropriate support services for evaluation and assistance.

- j) **Formal Hearing-** For severe violations, a formal hearing may be conducted, allowing the student to present their case and evidence. A panel or designated official will determine appropriate sanctions.

8. Non-Retaliation Policy

Assurance that students who report staff misconduct or participate in investigations will not face retaliation.

ARTICLE FIVE: STUDENT ACADEMIC POLICY

Student academic policies are guidelines and rules established by colleges and to govern academic conduct, performance, and integrity.

1. Exam Policy

a) Eligibility to Sit for Exams

Students must meet attendance requirements attending at least 75% of classes to be eligible to sit for exams.

Student must clear all the tuition fee and or any other academic fee three months before the booking of exam.

b) Exam Schedule

Exams will be scheduled at the beginning of each term and communicated in advance. Students are responsible for being aware of exam dates.

c) Notification of Absence

If a student is unable to attend an exam due to illness or emergencies, they must notify the school in writing as soon as possible, providing appropriate documentation.

d) Make-up Exams

Make-up exams may be granted in cases of legitimate absence (e.g., medical reasons). Students must apply for a make-up exam within a specified timeframe (e.g., 48 hours post-exam).

e) Academic Integrity

Students are expected to uphold academic integrity during exams. Any form of cheating or plagiarism will result in disciplinary action.

f) Conduct During Exams

Students must adhere to conduct guidelines, including maintaining silence, not using unauthorized materials, and following instructions from proctors.

2. Class Attendance Policy

a) Attendance Requirement

Students are expected to attend all classes regularly. A minimum attendance percentage (e.g., 75%) is required to pass the course.

b) Recording Attendance

Attendance will be taken at the beginning of each class. Students arriving late may be marked absent.

c) Excused Absences

Absences due to illness, family emergencies, or other valid reasons must be communicated to the instructor in advance, where possible, or within a reasonable timeframe after the absence.

d) Unexcused Absences

Unexcused absences may affect a student's eligibility for exams and overall grade. Accumulating excessive unexcused absences may lead to disciplinary action.

e) Make-Up Work

Students who miss class are responsible for obtaining notes and assignments from classmates. Instructors may provide opportunities for make-up work for excused absences.

f) Monitoring Attendance

The school will monitor attendance closely, and students may be contacted if attendance falls below the required threshold.

3. School Rules on Fee Refunds for Class Absences

a) General Policy

Tuition and fees are typically non-refundable once the term has started.

b) Eligibility for Refunds

Full Refund: Students may receive a full refund if they withdraw before the start of the term.

Medical Reasons: A full refund may be granted if a student provides documented medical reasons for non-attendance before classes begin.

c) Partial Refunds

After Term Starts: If a student withdraws after the term starts, they may be eligible for a partial refund, calculated based on:

The number of weeks attended.

Any non-refundable administrative fees.

d) Withdrawal Procedures: Students must formally notify the administration in writing to initiate the refund process.

e) Non-Attendance Without Notification

Students who fail to attend classes without prior notification or valid reasons will not be eligible for any refunds.

f) Processing Time

Refund requests will be processed within a specified timeframe (e.g., 4-8 weeks) after approval.

g) Appeals

Students may appeal refund decisions by submitting a written request to the administration, detailing the circumstances.

CHAPTER FOUR

ARTICLE SIX: TRAINING PROVIDER

As a leader in professional training, we shall be registered with National Training Authority under the Industrial Training (Amendment) act 2011 with aim to provide innovative learning and development solutions, covering multiple areas and industries, tailored to meet customer needs. Our courses shall be delivered in both face-to-face and e-learning environments, ensuring training objectives are achieved.

The college shall establish as training provider department which shall have the following heads.

- Lead trainers
- Full time resource person
- 2 part time Resource persons

The minimum qualification of a resource person shall be a degree.

The training shall be registered under the category of Management & Supervisory training providers.

Management training for people responsible for policy development and management of resources in their organizations' strategic and operational result areas. A manager is a person in charge of physical and human resources and has a span of control where he/she is held accountable and responsible for the work results of others in teams, groups, units, sections, and departments. Supervisory training is for the people charged with the authority and responsibility of planning, organizing, directing and controlling the work of others by close contact. A supervisor is a team leader in charge and accountable for sections and unit's performance.

The training shall offer the following short courses

- a) ISO 9000 Quality Management System
- b) Application of ICT for management
- c) Strategic Management
- d) Human resource management
- e) Procurement
- f) Total quality management
- g) Project planning and management
- h) Leadership & performance management
- i) Finance management
- j) Business management and customer service
- k) Corporate Governance
- l) SPSS
- m) Monitoring and evaluation

CHAPTER FIVE

ARTICLE SEVEN: AMENDMENT

The constitution may be amended in the following manner

1. Proposals for amendment may be submitted in writing to the committee members at any time by any committee member or by any administrative officer of the college as named in the article 1 hereof, or by not less than a majority of the committee present and voting or by not less than 2/3 of those voting in an official referendum.
2. Upon receipt of the proposed amendment the operational manager of the college will place it on the agenda of the board for its next regular meeting at which time the proposed amendment will be laid before the committee for information.
3. The proposed amendment will be published and comment invited from members of the committee, staff, and student body. The proposed amendment will then be voted upon the next ensuing regular meeting of the committee members. A 2/3 vote of the total membership of the committee is required to adopt an amendment.

4. When an amendment has failed of adoption, its substance may not again be proposed for adoption before the expiration of a year from the date of the vote upon which is failed.

I, Job M MAGWABU

do

solemnly swear (or affirm) that I will support and defend the
Constitution of **The Kenya Institute of Information and Technology**
against all enemies, that I will bear true faith and allegiance to the same

So, help me God.

SIGN



STAMP



REGISTERED /WITNESSED BY:

This 9TH Day Of OCTOBER, 2018

At NYERI

COMMISSIONER FOR OATH/MAGISTRATE

OMBONGI O. DOUGLAS
ADVOCATE & COMMISSIONER
FOR OATHS

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