

PREFACE

KAFOCA-Mukuru Studyville is a premier hall's of residence for University Residents within the Capital city Nairobi. At present, approximately 500 Residents reside in its Halls of residence. General rules and regulation governing Halls of residence administration are outlined and discussed in this booklet for uniform and Transparent handling of the various issues related with the Halls of residence. In this sense, this booklet will serve as basic framework for administration of the Halls of residence sector. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Management, who will resolve such issues in consultation with Residents' representatives. The Management reserves the right for changes and additions in the rules and regulation as and when required.

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1. HALLS OF RESIDENCE ADMINISTRATION

- 1.1 The following officers/ staff constitute the Halls of residence administration:
(a) The Manager (b) Finance and Administration Officer (c) Senior Matron (d) Warden (e) Senior Caterer (f) Assistant Senior Caterer (g) Caretaker
- 1.2 The manager and Finance & Admin Officer assisted by an established reception desk for day-to-day functioning.
- 1.3 Senior Matron and Warden shall be responsible for the resident's welfare management on daily basis.
- 1.4 Senior Caterer and Assistant Senior Caterer duty is to provide all catering needs of the company.
- 1.5 Each Halls of residence is supervised by Matron/Warden and managed by Caretaker who will be available in the Halls of residence, in the normal working hours and as per time schedule decided by manager.
- 1.6 For day to day working Senior Matron/Warden of the Halls of residence will take decision. If required they may consult Manager take his approval. For policy making and under abnormal conditions the matter has to be reported to Directors through Finance and Admin Committee.
- 1.7 The Residents can approach any of the above officers for help, guidance and grievance redress. Representations to higher officers must be forwarded through Office of the Manager.

2. ACCOMMODATION

- 2.1 Halls of residence accommodation is available to a Resident, who is registered in the Halls of residence as a resident. Accommodation will not be provided to any Resident whose registration is cancelled. Any Resident who is removed from the Register will automatically cease to be a member of the Halls of residence.
- 2.2 At the end of academic studies, residents will vacate the Halls of residence and surrender their resident cards.
- 2.3 If Halls of residence vacancy is available after allotment, accommodation will be provided to other deserving scholars for a maximum length of their stay.
- 2.4 If Halls of residence vacancy is available, accommodation may be provided to guests, based on their request for rooms for a limited period.
- 2.5 All residents are required to pay room fee, establishment charges and any other charges as decided by the Halls of residence Administration.

3. ALLOTMENT OF ROOMS

- 3.1 At the time of admission of a Resident into the Halls of residence, each resident is required to submit a duly completed **Personal Data Form**. Local Guardian's addresses and phone number. Email of the Resident and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the Halls of residence office in writing.
- 3.2 The Halls of residence administration will generally provide for each occupant one bed, drawer, chair and mattress. On arrival a Resident will report to the office and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- 3.3 Room once allotted to a Resident for an academic year will not be changed, except on special situations with the permission of Matron/Warden.
- 3.4 If the status of any Resident changes during the period of stay in the Halls of residence, he/she is required to inform the Matron/Warden immediately and should vacate the Halls of residence. If the Halls of residence administration finds that any Halls of residence resident is not eligible for Halls of residence accommodation and is residing in the Halls of residence without due permission from the Senior Matron/Warden, disciplinary action will be taken against such illegal occupants.
- 3.5 Before vacating the rooms, the electrical installations should be handed over intact, in addition to the furniture. The Resident should fill up the Room Vacating Slip in duplicate and take one slip from Matron/Warden. When vacating the resident should carry their belongings and if on reservation lock them up in the locker and carry the key- however the institution will not be liable for your personal items.
Note: there is no storage area in the facility.

4. CODE OF CONDUCT

- 4.1 All residents are required to maintain standards of behaviour expected of Residents of a prestigious HALLS OF RESIDENCE. They are expected to behave courteously and fairly with every one inside and outside the Studyville.
- 4.2 All residents are required to always carry their valid Identity Cards issued to them by the administration.
- 4.3 The rooms, common areas and surroundings of the Halls of residence should be kept clean and hygienic. Notices, posters shall not be pasted on walls and walls shall not be scribbled on.
- 4.4 Rooms are allotted to each Resident on his/her personal responsibility. He/she should see to the upkeep of his/her room, Halls of residence and its environment.
- 4.5 Residents should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in Halls of residence premises.
- 4.6 Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Halls of residence administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- 4.7 The Residents should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
- 4.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

- 4.9 In case of damage to or loss of Halls of residence property the cost will be recovered from the Residents responsible for such damage or loss, if identified, or from all the Residents of the wing/Halls of residence, as decided by the Wardens.
- 4.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the Halls of residence in a room, the occupant of the room shall hand over them to the caretaker, failing which he/she will be charged a penal fee as decided by the Wardens.
- 4.11 The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- 4.12 Bullying of Residents admitted is totally banned. Any violation of this by the senior residents will be dealt with very severely as per the norms and guidelines issued from time to time by the competent authorities.
- 4.13 New comers should report incidents of bullying immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
- 4.14 When the persons committing or abetting the crime of Bullying are not identified, collective punishment on suspected group.
- 4.15 In the Halls of residence premises following are strictly prohibited –
- Smoking/Consumption of alcoholic drinks/drugs.
 - Gambling
 - Intimidation or violence
 - Wilful damage to property
 - Entering the Halls of residence premises in intoxicated state.
 - Shouting and using abusive language.
 - Employing unauthorized persons for personal work such as washing clothes, etc.
 - Cooking in room.

- 4.16 **Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Matron/Warden.**
- 4.17 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the Studyville.
- 4.19 **The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.**
- 4.20 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The Residents should not view objectionable videos.
- 4.21 When the residents go out of their rooms they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by administration.
- 4.22 In case any Resident has to stay out of Halls of residence for a day or more for any reason, he has to inform the warden/Matron and sign out.
- 4.23 All residents must be back in the Halls of residence by 10.00 PM.

5. GUESTS AND VISITORS

- 5.1 **No guests are allowed in the rooms.**
- 5.2 Subject to availability of proper accommodation facility, the guest of a resident may stay in Halls of residence on payment of the necessary charges, as fixed by the Halls of residence administration from time to time.
- 5.4 Male Residents/visitors are not allowed inside the girls' Halls of residence and female Residents/visitors are not allowed inside the boys' Halls of residence
- 5.6 Violation of any of the above rules regarding stay in the Halls of residence will lead to disciplinary action including expulsion from the Halls of residence.

6. CURFEW AND OUT OF BOUND AREAS

- 6.1. The Halls of residence timings will be strictly adhered to. All residents will return to the Halls of residence by 10.00 p.m. At 10.00 p.m. Halls of residence gates will be closed.
- 6.2 **Latecomers** Residents returning late to their Halls of residence will be locked out. Prior report can be handled at the office to get clearance.

7. MEDICAL SERVICES

- 7.1 Studyville does not provide medical facility for the residents Parents/Guardians are therefore advised to provide medical covers for their resident dependents. Office can also be contacted at odd hours in case of emergency to assist where a need arises.

8. DISCIPLINARY MEASURES

- 8.1 Any Resident who is found to be indulging in undesirable activities such as Bullying, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-
- a) Expulsion from the Halls of residence.
 - b) A record of his / her misconduct will be made in his personal file.
 - c) The cost of damage will be fully recovered from him/her together with penalty.
 - d) He/she will also be fined commensurate with the offence committed.
- 8.2 Any Resident found hosting/harboursing an offender will also be liable to the punishments mentioned in rule 8.1.
- 8.3 Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Halls of residence Administration. If the Resident is found guilty, then the Halls of residence Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the Halls of residence.

9. RESPONSIBILITIES OF RESIDENTS

- 9.1 General damage to the Halls of residence property will be the collective responsibility of all the residents and they will be required to make good such damage, if the Residents who caused the damage could not be identified.
- 9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
- 9.3 Residents will be personally responsible for the safety of their belongings.
- 9.4 Residents are duty bound to report to the Caretaker/ Wardens / Manager in case

they notice any unwanted incident or undesirable activity going on in the Halls of residence or in the compound.

- 9.5 Residents are required to park the vehicles only in the space provided for them in an orderly manner. **No vehicles should be parked near the entrance.**
- 9.6 Residents should not arrange any functions or meeting within the Halls of residence or within the compound without specific permission of the Manager. Meetings for routine Halls of residence affairs (management of dining, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of the Manager and with the consent.
- 9.7 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- 9.8 The residents of the Halls of residence are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 9.9 Any case of theft should be reported promptly to the Security Officer through Halls of residence administration.
- 9.10 If Residents create law and order problems outside the compound, they are answerable to the police on their own. In such cases, they will also be answerable to Studyville administration as per the institute norms.

10. HALLS OF RESIDENCE FEES

CHARGES:

Ladies & Mens' wing (Undergraduate)

2 People in a room 14,000 p.m

4 People in a room 12,000 p.m

5 People in a room 11,000 p.m

(Inclusive of meals-Breakfast and Dinner weekdays, lunch over the weekends and public holidays)

Post graduate wing

Single room shared bathroom 17,500/= (inclusive of meals)

Self-contained room 19,000/= (Inclusive of meals)

(Breakfast and dinner weekdays. Lunch served during weekends and public holidays).

Reservation fee

2 People in a room 6,000 p.m

4 People in a room 4,500 p.m

5 People in a room 4,500 p.m

Single room shared bathroom 11,000 p.m

Self-contained room 11,000 p.m

- Reservation fee is Payable when a resident wants to reserve space while away, once paid a resident may be allowed up to five nights (upon notification by the resident) of utilisation while within the institution i.e 1st -5th or 25th -30th but not both.
- During reservation the resident is entitled to keep his locker/wardrobe locked and keep the key, however the institution will not be liable for your belongings.
- Note the reservation charges are paid to ensure the resident has some space once he reports back it does not however stop the institution from having engagements on the s

Caution fee of sh.1, 500.00 payable on admission for all residents. (Refund will be issued on one **month** advance notice (written) to the Manager
One time pay and non-refundable Admission fee of Kshs. 1,000.00

Payments may be made by Bankers Cheque or cash deposit to:

KAFOCA-Mukuru Studyville

Barclays Bank

Bunyala Road Branch

Account no: 070-8080292

The above charges are subject to changes from time to time as decided by the administration.

11. DINING RULES

- 11.1 Residents should present resident card to the supervisor in charge during meal times. Residents are not permitted to dine in the dining without presenting their cards.
- 11.2 Meals will be served as per the service timings.
- 11.3 Residents are not permitted to cook any food on their own accord in the dining/mess or in their rooms.
- 11.4 Residents on no account whatsoever will be permitted to take food outside the dining. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 11.5 **No food will be served in the rooms of the Halls of residence for any Resident unless a certificate is produced form the Medical Officer to the effect that the Residents' condition requires the food to be served in their rooms.**
- 11.6 **No resident shall waste food. Paying for the service does not entitle a diner to waste food.**
- 11.7 Assist in maintaining the dining and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 11.8 All diners shall interact with the catering staff in the dining hall in a courteous manner.
- 11.9 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 11.10 If any diner is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the supervisor to arrange for the same at the dining.

11.11 **DINNING TIMINGS** The timings are as follows and the Residents should adhere to these timings:

Meal	Timings
Breakfast	06:00 am to 08:15 am
Lunch	01:00 pm to 02:00 pm
Dinner	07:00 pm to 09:15 pm

12. HALLS OF RESIDENCE AMENITIES

- 12.1 Separate space for watching TV with approximately 20 chairs.
- 12.2 Indoor sports room should have Table Tennis, darts-board.
- 12.3 A furnished Warden Office in which Matron/Warden regularly visits with fixed timings, so that the Residents can communicate their problems or difficulties, if any.
- 12.4 Dining Hall with
 - Proper sitting arrangement
 - Lunch/Dinner to be served on the cafeteria system.
 - Well dressed up caterers should take care of this in proper manner.
 - Catering supervisor available during the dining time.
- 12.5 Hygienic conditions in the entire dining area.
- 12.6 Adequate number of toilets and bathrooms and their regular maintenance must be ensured.
- 12.7 Hot water to be provided in bathrooms.
- 12.8 Display Boards giving the information about the Halls of residence staff, Halls of residence rules, precautions and suggestive measures etc.
- 12.9 For operational convenience, catering committee, and Halls of residence Maintenance & Cleanliness Committee to be formed. Working through this responsible body, the Residents themselves lay down appropriate norms of behaviour to suit different situations and social occasions in the Halls of residence.