

## **10.0 Regulations Governing The Use of College Premises and Property**

### **10.1 Halls of Residence**

- 10.1.1 i. Residential accommodation available is no longer sufficient or the large number of students now attending full time courses and so cannot be guarantee to all.
- ii. The privilege to occupy a bedspace is not transferable.

#### **10.1.2 RESPONSIBILITY FOR ROOMS**

- i. A student allocated a bed-space will be expected to sign for the keys. He is expected to inspect the room and report in writing to the hall supervisor/ porter, any defects observed within 24 hours of being allocated the room. Any defects later discovered will be deemed to be the fault of the occupant (s) of the room, who will be held responsible for any repairs or replacements. Under no circumstance should students report directly to the Director of Works or the maintenance office of defects in their rooms.
- ii. Students shall not sublet their bed-space. Visitors may not be accommodated overnight and squatting is prohibited. Infringement of any of these rules may lead to expulsion from the halls of residence.
- iii. Students leaving their rooms must deposit their keys with the porters and those who wish to stay the night out must fill the necessary register with the porters and must in, addition surrender their keys.
- iv. Students must clean their rooms regularly. The Students Affairs Officer and Hall Wardens will inspect the rooms periodically to make sure that the rooms are clean and tidy.



### **10.1.3 PETS**

For health and sanitary reasons students are prohibited from keeping pet animals, birds, fishes or reptiles in and around the College halls of residence.

### **10.1.4 COOKING IN HALL OF RESIDENCE**

Under no circumstance should cooking be done in the halls of residence. Any student found contravening this regulation, may be suspended from the hostel for up to one occasion.

### **10.1.5 AUDIO EQUIPMENT**

Radios, Television sets and other musical instruments must not be used to disturb other students both in the hostels and academic areas.

### **10.1.6 VISITORS IN HALLS OF RESIDENCE**

- i. Visiting hours shall be as follows:

Mondays through Fridays	-	5.00pm to 10.00pm
Saturdays and Sundays	-	11.00am to 10.00pm
Public Holidays	-	11.00am to 10.00pm
- ii. Visitors are not allowed to go direct to students rooms without first of all clearing with the Porter and signing the visitors' register. The visitor must also sign out on departure.
- iii. For the purpose of this regulation, male students visiting female students and vice-versa, along with outsiders are regarded as visitors. Male students of this college visiting one another would not be required to sign the register.
- iv. The penalty for violation of the visiting hours regulation is expulsion from the hostel.

### **10.1.7 EXPECTANT/NURSING MOTHERS**

No provision is made by the College for child bearing in the halls of residence. Expectant/ Nursing mothers are therefore, not expected to live in the Halls of Residence. Also infants are not allowed in the Halls of Residence. Female students who become pregnant during the session should therefore, vacate the hostel and must arrange to be checked out properly. No rebate will be paid to such student as a result.

### **10.1.8 VACATION RESIDENCE**

Students wishing to stay in the halls of residence during a vacation shall make a formal application on the appropriate form at least two weeks to the end of the semester.

Only foreign students are normally allowed to stay in halls of residence during the vacations.

Students who are permitted to stay in residence for the vacation would be required to move to the hall assigned for that purpose. They are expected to maintain the same standard of discipline as when the College is in session.

## **10.2 Hall Administration**

10.2.1 Committee of Hall Wardens, a Staff-Student Committee of the Academic Board, is responsible for the organisation, supervision and control of life in halls of residence and the general welfare of students.

10.2.2 Each hall of Residence is managed by a Hall Management Committee which is responsible for the day-to-day social, cultural, and other activities of the hall.

10.2.3 The Hall Management Committee comprise students elected by all residents of the hall at an election supervised by the Hall Wardens.

10.2.4 The Hall Management Committee shall appoint operators for the buttery, All payments made by the buttery operators must be paid into the coffers of the College.

10.2.5 The Hall Warden is the Executive head of the Hall. He shall be responsible for the direction of the affairs of the hall and all matters of discipline therein.

10.2.6 The date for the election to the Hall Management Committee shall be determined by the Committee of Hall Wardens.

10.2.7 The Management Committees are required to meet at least once a month and keep proper records of their deliberations and make recommendations to the hall Wardens Committee.

#### 10.2.8 LOSS OF PROPERTY

The College will not be responsible for the loss or damage to any property belonging to students or their visitors.

### **10.3 Care of College Property**

10.3.1 All fixtures, fittings and furnishings in Halls of Residence, butteries, common rooms, lecture rooms etc., are College properties and should not be tampered with or removed.

10.3.2 Rewiring, extending or modifying existing electrical or any other installations is strictly prohibited in the interest of safety and security. Illegal structures are also prohibited.

10.3.3 Damage to fixtures, fittings or any electrical structural faults should be reported promptly on the appropriate form to the Hall supervisor/porter on duty.

10.3.4 Students will be surcharged for any carelessness, misuse or wilful damage to any College property.

### **10.4 Identity Cards**

10.4.1 College Identity Card will be issued to all students attending courses lasting more than three months on the payment of the appropriate fees.

10.4.2 Full-time non-resident and part-time students may use the College premises for study up till 11.00pm.

10.4.3 Student are advised to always have their identity cards on them as these may be demanded by the College Security Staff.

### **10.5 Bills of Posters**

Under no circumstances should unauthorised inscription be made on posters and bills pasted on the walls of the College buildings.

### **10.6 Use of College Facilities**

10.6.1 Any club wishing to make use the College Halls and other facilities should apply on a prescribed form through the students' welfare officer to the Registrar.

10.6.2 Telephone:

A couple of telephone booths are strategically located in and around the campus for the convenience of students

10.6.3 Parking:

Vehicles must be parked in the allocated spaces and must be parked in a manner to block the way of service vehicles e.g. Fire, Ambulance and Septic vehicles. Vehicles, however, are parked at owners' risk.

### **10.7 Private Business**

No private business of any kind may be done on the campus by any student. Hawking is strictly prohibited.

10.7.1 The College has a fire station with a fire fighting vehicle and crew which can be reached at any time of the day on telephone extension 2196.

10.7.2 Fire fighting equipment and alarm bells should not be tampered with except in the case of a fire outbreak. Any person discovering a fire outbreak should raise an alarm either by breaking the glass or the nearest alarm bell switch or by calling the attention of others to it or both.

10.7.3 In the case of a fire and the alarm bell rings, students should vacate the building in an orderly manner and assemble with others well away from the building and then call the fire brigade.

10.7.5 Candles are not allowed in the halls of residence, battery operated lamps or hurricane lamps could be used in case of power failure. This is to reduce the risk of possible fire out-break.