



KIBOGORA POLYTECHNIC

Science - Conscience - Faith

STUDENTS' WELFARE POLICY

Version 2020

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CHAPTER 1: INTRODUCTION

1.1. Background

KIBOGORA POLYTECHNIC (KP) recognizes that students’ welfare services are very essential for smooth running of its key functions, which are training, research, and consultancy and outreach services. The Office of Dean of Students’ Welfare should offer proper, efficient and effective administration of the affairs and general welfare of the students of the institution. Therefore, this Policy aims at providing clear statements on provision of students’ welfare services at KIBOGORA POLYTECHNIC.

1.2. Rationale for Students’ Welfare Policy

Kibogora Polytechnic is committed to providing high quality education and other services to its students. Our aim is to provide a supportive environment including academic, welfare and recreational services and to be responsive to concerns when they are raised.

As the students’ population increases and the more complex welfare issues emerged, the Institution saw the need to develop the students’ welfare Policy to facilitate the administration of students’ welfare matters.

1.3. Objectives

The overall objective of this policy is to create an enabling environment for providing students support services so that they achieve their academic endeavor and ultimately succeed in their career ambition. Specifically the objectives of this policy are to:

- (i) Ensure the availability of guidance and counseling services to needy students at all times.
- (ii) Facilitate the availability of sports and recreation facilities
- (iii) Promote and enhance good health and well-being of students.

- (iv) Ensure close cooperation with the nearby health centers and hospitals Services in handling of the health matters of students
- (v) Ensure students participation and representation in planning and decision-making.
- (vi) Facilitate increased access to support services for students with special needs.
- (vii) Enforce students discipline by the use of Students' handbook and other relevant legislation.
- (viii) Ensure proper handling of students' complaints and disciplinary issues in a manner that will enhance harmony at the Institution.
- (ix) Collaborate with all institution organs to continue enhancing the educational, physical, social, emotional, and spiritual well-being of students.
- (x) Promote gender equality among students in relation to student welfare services and,
- (xi) Ensure proper handling of students' bereavement services.

CHAPTER TW O: STRENGTHS AND OPPORTUNITIES

The following is a summary of the major Strengths, Weaknesses, Opportunities and Challenges (SWOC) for delivering students' welfare services at KIBOGORA POLYTECHNIC:

2.1 Strengths

- i. Existence of KIBOGORA POLYTECHNIC Students' handbook
- ii. Existence of KIBOGORA POLYTECHNIC Students' hostels
- iii. Availability of self-catering services in the institution
- iv. Availability of guidance and counseling services in the institution
- v. Availability of recreational facilities , provision of hostels, classrooms and offices
- vi. Availability of spiritual counseling services to the needy students
- vii. Availability of students' governance system through KIBOGORA POLYTECHNIC STUDENTS UNION (KPSU)

2.2 Opportunities

- (i) Availability of land for expansion of infrastructure for academic and administrative services at the institution
- (ii) The existence of Higher Education Council Policy we refer to
- (iii) Availability of students guild council .
- (iv) Existence of supportive administrative and governance structure at the institution.

2.3. Challenges

- (i) Inadequate funds to support students' welfare service
- (ii) Inadequate procedure to control students' communication within and outside the institution
- (iii) Insufficient capacity to accommodate and facilitate all students .
- (iv) Unclear procedure to follow in the event of death of students who is away from the institution i.e vacation, field practical etc,
- (v) Inadequate security system especially in accommodation facilities,

CHAPTER THREE: MAJOR POLICY ISSUES, POLICY STATEMENTS AND STRATEGIES

3.1 Strengthening the office of Students' welfare

3.1.1 Situational Analysis

Students welfare services are coordinated by the Office of the Dean of Students which works very closely with the Students guild council .

3.1.2 Policy Statement

KIBOGORA POLYTECHNIC shall endeavour to provide quality support services to its diverse and growing students' population in a manner that is comprehensive and sustainable.

3.1.3 Strategies

- i) Recruit more staff
- ii) Strengthen staff accountability
- iii) Plan and set adequate funds for strengthening the Dean of students Office to enable it handle students' welfare services effectively.

CHAPTER FOUR: Guidance and Counseling

4.1 General Guidance and Counseling

This task is currently vested in the Office Directorate of students and undertaken by the Dean of students and the institutional Chaplain .They are also doing counseling activities by serving in the following areas: Psychological and Health Counseling,

4.2 Spiritual Counseling

Spiritual / religious students' leaders as well KP chaplain and Dean of students offer this service to the needy students. This is done if found there is a need of this specific service. Students are free to form religious associations if they comply with institution rules and regulations.

4.3 Career Guidance and Counseling

Guidance on student employment is an important area falling under the responsibilities of the office of the Dean of students. This is done in collaboration with others institutions which are invited to come and share knowledge about their institutions with students. This helps students to explore career opportunities from private and public sectors.

In order to strengthen counseling services, the institution shall

- i) Ensure availability of qualified counselors,
- ii) Carry out social studies to identify specific students issues that needs special attention through counselling.

4.4 Services for Students with Special Needs

The institution has been giving priority to students with special needs in room allocation and other related support services.

4.5 Accommodation Services

4.5.1 Accommodation Management

Management of accommodation services at KIBOGORA POLYTECHNIC are considered and under the control of Hostel manager who also takes care of the day-today routine activities and custodial duties. Currently, the cleaning services in the hostels are done by the institutional staff.

Due to limited on-institution accommodation, there is a growing number of students both undergraduate and postgraduates who are staying off-campus. This category of students is facing

challenges such as, poor housing, lack of privacy and security, high rental charges and legal difficulties with landlords.

The Dean of students ' office identifies the housing facilities (hostels) in the neighborhood and let students be aware. However, the contract agreement is between the students and the property owners.

4.5.2 Occupancy rate

The institution should ensure that each student has his/her own bed fully equipped and the number of students in each room should not exceed 4 students .

4.5.3 Showers and Toilets facilities

For students living in institutional hostels, showers and toilets are set within or around their respective rooms/houses. The settings in term of numbers and appropriateness fit with the users whether female or male. The users' ratio is according to reasonable numbers of students living in the room or house.

4.6 Students Health Services

All students are encouraged to report to the Dean of students when they fall sick unless they are not at the institution premises during fieldwork or vacation.

4.6.1 Students clinic

All students with sickness symptoms should be cared by the KP community members and taken to the nearest health facility as soon as possible for further medical treatment. The nearest facilities include Kibogora Health Center and Kibogora Hospital.

4.6.2 Mental health Care

For the common cases the mental health is cared by the in charge of mental health at Kibogora hospital through services patients' channel.

For uncommon cases like commemoration time the task force of trained in this matter is appointed and lead by expert in mental health and counseling.

4.6.3 Insurance for students

All students must be members of any insurance health related institution and it is mandatory for all of them to have the cards as proof of adherence and is checked at the time of registration and fill the required information on the application form.

4.6.4 Referral system

In case a student is admitted or referred to other hospitals, Dean of students shall work closely with guild council members to ensure that special attention is paid to get appropriate care and in case of referral services they work closely with nearby health centers and hospitals to ensure referral services are appropriately provided to students.

4.7 Games and Sports

Currently the University owns one basketball and one volleyball pitch. In addition, the institutions has MOUs with neighboring institution for football.

The institution shall strive to renovate existing sports facilities, establish new ones including those for indoor games, shall ensure that sports equipment are available for all games, shall encourage all students and staff to participate in sports, games and physical exercises

4.8 International Students Services

The institution has enrolled international students notably from through exchange programmes. While the institution strives to create a conducive learning environment for international students, much needs to be done to provide quality students' welfare services to this special group. Currently, handling of foreign students is done through the dean of students office. The institution shall endeavour to provide quality social welfare services to facilitate smooth settling and progression of foreign students, establish clear guidelines for handling matters concerning international students.

4.9 Students' Funeral Services

The institution where it experiences incidents of deaths involving students. The experience

shows that once a student passes away, the institution management through the office of dean of students is responsible to ensure that the students representatives and staff delegation participate in the ceremony and contribute condolence, which is given to the family of the deceased. All these experiences are under supervision of the Dean of students and higher authorities .

4.10 Review of the Policy

The Students' Welfare Policy and Procedures shall be reviewed when need be.