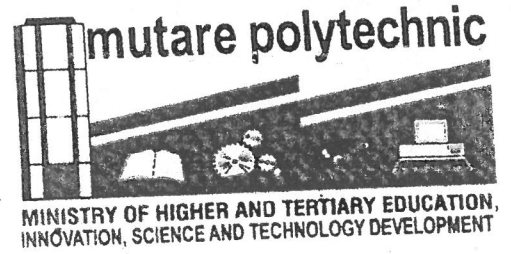


Student Affairs



Cnr Josiah Tongogara/Robert Mugabe Way  
P.O. Box 640  
Mutare, Zimbabwe  
Telephone: 263-20-63141/63153  
0772136934-5/0714900016-7/0735 054  
661-2  
Telfax: 020-66912  
e-mail:  
principalmutarepolytechnic@gmail.com  
www.mutarepolytechnic.ac.zw



# MUTARE POLYTECHNIC

# ACCOMMODATION POLICY



# FOR RESIDENT STUDENTS

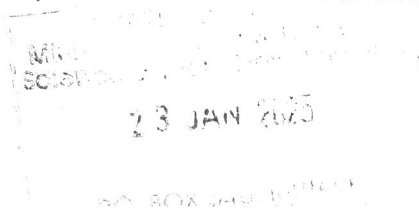
# MUTARE POLYTECHNIC ACCOMMODATION POLICY FOR RESIDENT STUDENTS

## Preamble

The 2025 Mutare Polytechnic accommodation policy for resident students is a modification of the Mutare Polytechnic 2022 rules and regulations. All resident students must ensure that they read and fully understand the contents in this document before signing the accommodation contract form. This policy is guided by S.I 81 of 1999 on accommodation of students in hostels.

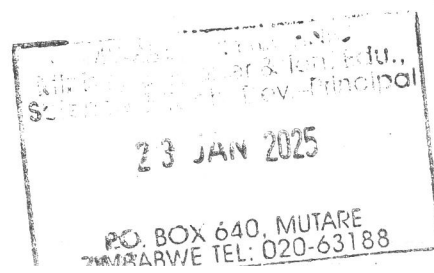
### 1. Accommodation of students at the hostels

- 1.1 The Principal shall decide whether a student who wishes to be accommodated in a hostel shall be so accommodated  
Provided that the Principal may, with the approval of the secretary contract out the provision of hostel services to a private person, in which case any reference in this part to the Principal shall be construed as a reference to such person
- 1.2 Fees for accommodation and meals must be paid before a student can occupy hostel accommodation
- 1.3 Any apprentice/sponsored student must produce apprenticeship number/ evidence of sponsorship in advance before admission into hostel
- 1.4 The additional fees are due and payable in advance by every resident student
  - 1.4.1 Hostel amenities fund/Non refundable
  - 1.4.2 Hostel deposit(General caution fee)/Non refundable
- 1.5 Once a room has been allocated to a student no swapping of rooms shall be made without the authority of the warden/matron
- 1.6 A student will be held responsible for any loss or damage to property in his /her room whilst all hostel students will be held responsible for loss or damage to hostel property
- 1.7 A student must maintain his/her room in a clean and tidy state at all times. Markings, pasting of charts/papers and writings on any part of the room or furniture are strictly prohibited
- 1.8 No student is allowed to tamper with any electrical installation, fire equipment, water supply or any other aspect of the hostel building



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- 1.9 No parties or discos shall be held in the hostel area
  - 1.10 Violence/riotous behaviour on the college premises is strictly prohibited
  - 1.11 Noise making of any kind is prohibited
  - 1.12 Every student is expected to be decently dressed generally and when going to and from the ablution facility and the dining hall
  - 1.13 Hanging of laundry on windows, wardrobe doors, handrails, in bathrooms, drying of shoes on window sills, placing any litter or materials on window sills, shoring windows with sticks, drying socks, towels, inner garments on any of the above stated undesignated areas is prohibited and warrants removal from the halls of residence
  - 1.14 No student is allowed to bring firearms or any other weapon into the hostel or campus
  - 1.15 The removal or borrowing of any hostel property is prohibited
  - 1.16 Every student must switch off all lights when going to bed or when leaving the room
  - 1.17 All forms of illness must be reported to the warden/matron
    - immediately. Ill students may seek treatment at the Polytechnic clinic and must not remain in hostel during lecture time but may be at bed rest at the clinic
  - 1.18 No pregnant student will be allowed to reside in hostel
  - 1.19 Students or other persons of the opposite sex are not allowed to visit each other at hostels at whatever time
  - 1.20 Strictly no smoking in hostels and dining hall
  - 1.21 Littering or sitting at a littered place is prohibited and constitutes a fine
  - 1.22 Electrical gadgets such as but not limited to water heaters, television sets, printers, electric jugs, rice cookers, electric stoves, boiling kettle, audio speakers, freezer, washing machines, pressure pot are not permissible. These will be confiscated and redeemable at the end of the year at a fee of \$20
  - 1.23 Cooking in hostels is prohibited and warrants instant removal from the halls of residence

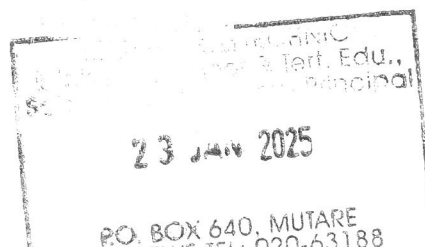
- 1.24 Selling of all sorts of things and carrying out repair-works as a business within the hostels is prohibited and warrants instant removal from the halls of residence
- 1.25 No FIFA materials or any form of gambling in the halls of residence
- 1.26 Stealing is a serious offense that will be referred to the police and warrants instant removal from the halls of residence
- 1.27 Political activism and the wearing of Political regalia within the institution is prohibited and warrants instant removal from hostel residence
- 1.28 Throwing litter or pouring water through the window is prohibited and warrants removal from hostel residence
- 1.29 Squatting/giving someone overnight accommodation is prohibited and warrants instant removal from hostel residence
- 1.30 Mobilizing other students to rise up against college authorities or set orders warrants removal from hostel residence
- 1.31 Vandalism or any acts of hooliganism are prohibited and warrants removal from hostel residence
- 1.32 Entering or exiting the hostel through the window is prohibited and warrants removal from the hostel residence
- 1.33 Ensure that a pass is issued to account for your departure and probably whereabouts in any case you decide to go outside campus
- 1.34 Strictly no candles and lighters in hostels
- 1.35 No replica/duplication of keys, any loss would request for a new set
- 1.36 No terrorism of any nature in hostels, respect for each other is encouraged, room occupants must agree on ground rules, any breach, disrespect or form of misconduct must be reported to the warden/ chief by roommate or hostel mate
- 1.37 Students must attend all meetings called for by the warden or any authorized college official
- 1.38 Students must attend all lectures timeously as time tabled. No student must remain in the hostels, be at the lecture room on or before 0745 hours. Strictly no loitering in the halls of residence during lecture hours. Any violation is a serious offense



- 1.39 All meetings or gatherings by students, be they religious, social or other must have the Principal's approval
- 1.40 Any other conduct that may bring the name of the institution into disrepute will warrant removal from hostel residence

## **2. Catering in the dining hall**

- 2.1 Food in the dining hall shall be served as per meal plan at stipulated times unless conditions arise that are not within the institution's control
- 2.2 No meal card no food/tattered or lost meal card replacement fee is \$5 payable at the accounts office [ Chief Student Affairs Officer verifies and confirms first]
- 2.3 Student ID/copy of national ID, full fees receipt must be displayed when in the dining hall
- 2.4 No hats in the dining hall
- 2.5 Dignified/Formal dressing should be worn when in the dining hall
- 2.5.1 No shorts, track attire, slippers, vests, tattered clothes, cleavage tops, crop tops, sleeveless tops, spaghetti tops, work suits, overalls, gumboots and untidy hairstyles.
- 2.6 Observe table manners in the dining hall, such as but not limited to: use of cell phones, shouting, whistling, any violation is a serious offense
- 2.7 Students must not visit the dining hall in a drunken stupor
- 2.8 No food is to be taken outside the dining hall, save for a confirmed individual who may not be feeling well. Breach of this clause may result in removal from hostel residence
- 2.9 Students are not allowed in the kitchen area or serving area without written authority from the Principal
- 2.10 Outside food is not allowed in the dining hall save for a confirmed case
- 2.11 Alcoholic beverages are strictly prohibited on campus
- 2.12 Empty left overs should be placed in the bins provided and should not be taken outside the dining hall
- 2.13 The kitchen may not prepare special meals for particular students
- 2.14 Smoking in the dining hall or its surround is strictly prohibited



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- 2.15 Disrespectful behaviour or speech to any person in authority, be it kitchen staff, security guards, warden, matron is prohibited and punishable
- 2.16 Any grievance that may arise in the dining hall prior to feed or in the course of feeding must be communicated to the warden on duty immediately

### **3. Checking out of hostel**

Outlined below are the exercises which the student must undertake before clearance and before checking out is effected by warden/matron. The student must;

- 3.1 Clean his/her room(floor/walls) and furniture
- 3.2 Clean the window/s of the room, sills, study desk and wardrobe
- 3.3 Clean ablution facility
- 3.4 Pick up litter surrounding the hostel
- 3.5 Ensure that the room fittings are in good working order
- 3.6 Surrender meal card and room key to warden
- 3.7 Sign for checking out

Failure to get clearance results in student paying a penalty fee

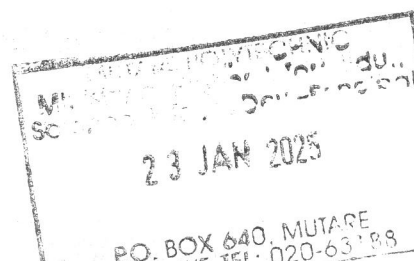
### **4. Drugs and substance abuse**

Students are reminded that the use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances, either on campus or off campus is a serious offense.

*Violation charge is expulsion from the Polytechnic*

### **5. Possession and consumption of Alcohol**

Students must not possess, consume, sell or manufacture alcoholic beverages. Any violation is a serious offense. *Violation charge is USD20*



## **6. Exclusion, removal, suspension or expulsion of student from hostel premises**

The Principal may exclude, remove, suspend or expel any student from the premises of a hostel, if in the opinion of the Principal;

6.1 He/she fails to pay the prescribed fees within the stipulated time;

or

6.2 The state of his/her mental or physical health is such as to make it undesirable that he/she should continue to be accommodated in the hostel; or

6.3 He/she behaves in a manner unbecoming a resident student of the hostel; or

6.4 His/her continued accommodation in the hostel would likely prejudice the maintenance of good order and discipline

6.5 The Principal may remove any person from the hostel premises if he/she is not a student or member of staff of Mutare Polytechnic

## **7 Compensation for loss, damage or expense caused by student in hostel accommodation**

7.1 The Principal may require any student accommodated in a hostel to make good any loss, damage or expense caused to the state by such student

7.2 If the student fails to pay any amount referred to in sub-section 5.1 he/she may be excluded, removed or expelled from the premises of the hostel by the Principal in terms of paragraph 4.4 of sub-section 4.1 of section 4

## **8 Discipline**

8.1 In this section 'Disciplinary committee' means a committee appointed in terms of sub-section 6.4

8.2 The Principal shall be responsible for the maintenance of good discipline at Mutare Polytechnic

8.3 Notwithstanding section 4.1 in the exercise of his/her duties in terms of sub-section 6.2 the Principal may suspend a student from attending lectures at Mutare Polytechnic for a period not exceeding 21 days or, where the suspension is connected with any case of indiscipline that is referred to a disciplinary committee, for

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such period expiring on the date that the disciplinary committee makes its recommendation on the case

8.4 The Principal shall appoint a standing committee consisting of Mutare Polytechnic staff members: [of whom the Principal, shall designate one to be the chairperson] and nominees of the Mutare Polytechnic Students Representative Council [SRC], which shall make recommendations to the Principal on;

8.4.1 Disciplinary matters generally

8.4.2 Any case of indiscipline that may involve the exclusion, removal or expulsion of a student from college

8.4.3 Any case of indiscipline other than one mentioned in paragraph 6.4.2 that the Principal may choose to refer to the committee

8.5 For the purpose of framing its recommendations, a disciplinary committee may consider any case of indiscipline referred to it in terms of paragraph 6.4.2 or 6.4.3 of section 6.4 by way of hearing or otherwise

8.6 The Principal shall give due considerations to, but not to be bound by, the recommendations of the disciplinary committee

8.7 The final interpretation of this accommodation policy document rests with the Principal

I.....have read and fully understood this accommodation policy document and do hereby promise to abide by it during the whole period of my study as a student of Mutare Polytechnic

.....  
NAME OF STUDENT

.....  
SIGNATURE

.....  
DATE

.....  
NAME OF THE HEAD OF DEPARTMENT

.....  
SIGNATURE

.....  
DATE

APPROVED

WATEMA P  
PRINCIPAL

*Watema*  
.....  
SIGNATURE

