



Impart

*The News Letter of the Academic Division, University of Nairobi
Vol.2 Issue 1 2013-14*



University of Nairobi

The Academic Division

Providing Leadership in Academic Programme Management





Impact

The News Journal of the Academic Division, University of Nairobi

Providing Leadership in Academic
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Editorial

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| • Reports | ICT Academic Div. |
| • Typesetting | P. Mate |
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OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)

The current office holder for Deputy Vice-Chancellor (Academic) is Professor Henry W. Mutoro. Deputy Vice-Chancellor (Academic) is the head of the Academic Division.

The function of this office include:

- preparation of syllabus and regulations,
- co-ordination of examinations and undergraduate admissions, and academic staff training.

The Deputy Vice-Chancellor (Academic) is also the:

- Chairman of Lectureship Appointments Committee
- Chairman of Senior Lectureship Appointments Committee

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OFFICE OF THE ACADEMIC REGISTRAR

The Office of the Academic Registrar coordinates and undertakes the day to day management of the Academic Programmes.

The current office holder for Academic Registrar is Mr. Bernard M. Waweru.

SECTIONS WITHIN THE ACADEMIC DIVISION

The Academic Division is made up of the following Sections:

- Academic Registrar's Office
- Deans/Senate Secretariat
- Examination Office
- Admissions Office

FUNCTIONS OF THE ACADEMIC DIVISION

The Academic Division has the following functions:

- Preparation of Syllabus and Regulations
- Co-ordination of examinations,
- Undergraduate students admissions
- Academic staff development
- Management of student records

MISSION AND VISSION STATEMENT

Mission

To provide excellent services to students and stakeholders in the management of academic programmes

and to facilitate efficient policy formulation and implementation of the decisions of the University management on academic issues and those that enhance the development of a holistic student.

Vision

To be a provider of excellent academic support services that are comparable to the best Universities regionally and globally.

Core Values

*Truth,
Integrity,
Honesty,
Tolerance,
Professionalism,
Team-work
Meritocracy
Ethical practices
Creativity
Innovative
Openness
Transparency
Leadership
Respect
Protect the environment.*

Quality Objectives

To annually monitor the implementation of Academic Programmes.

- To provide logistical support to University Management by communicating Senate decisions within two weeks.*



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3. *To annually improve on the admission processes.*
4. *To enhance the use of SMIS from 70% to 100% for effective academic service delivery.*
- 5 *To ensure timely implementation of examination processes as per Senate approved Examination Schedules.*

PROF. H. MUTORO APPOINTED ACTING DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)

Pic. Wed, 2013-05-29 13:22



B.Ed (Hons) in Geography, History and Education(UoN),M.A in Archaeology(UoN),C.Phil in Archaeology(UCLA),Ph.D in Archaeology (UCLA)

The Vice Chancellor has appointed Prof. Henry Mutoro as acting Deputy Vice-Chancellor(Academic Affairs) with effect from 17th May 2013.

CONGRATULATIONS TO PROF. JACOB T. KAIMENYI

Prof. Jacob T. Kaimenyi former Deputy Vice-Chancellor (Academic Affairs) was appointed



Cabinet Secretary for Education by His Excellency President Uhuru Kenyatta.

On my own behalf and on behalf of members of staff in the Academic Division University of Nairobi, we would like to congratulate Prof. Kaimenyi on his appointment. We wish him all the best in his new assignment.

Prof. H. Mutoro,

Ag. Deputy Vice-Chancellor (AA)



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SENIOR STAFF MEETING – ACADEMIC **DIVISION**



The Deputy Vice-Chancellor (AA) Prof. Henry W. Mutoro met with Senior Staff in the Academic Division on Friday 5th July 2012 at Boardroom of the Central Examinations Center in Chiromo Campus.

On behalf of the entire Academic Division, Mr. B.M. Waweru Academic Registrar congratulated Prof Mutoro Deputy on his appointment as Deputy Vice-Chancellor (Academic Affairs) and Head of the Academic Division. He promised him of the support of all members of staff. The Academic Registrar briefed on the structure and functions of the Academic Division.

The Academic Division is made up of the following:

- Office of the Deputy Vice-Chancellor (Academic Affairs)
- Academic Registrar's office
- Deans/Senate Secretariat
- Admissions
- Examinations

It has the following functions:

- Preparation of Syllabi and Regulations
- Under-graduate students admissions
- Management of examinations and
- Academic staff development.



The meeting was attended by H.O.D. Webuye - Deputy Registrar (Deans/ Senate), Mrs. L. Akaranga - Deputy Registrar (Examinations), Ms. J. Horo - Deputy Registrar (Admissions), Mr. J. Muraguri - Senior Assistant Registrar (Admissions), Mr P. Mate - ICT Officer, Mr. D. Kiplagat - ICT Manager, Mr. M. Mativo - Assistant Registrar (Admissions), Mr. E. Mbuva - Assistant Registrar, Ms. E. Boyni Examinations Officer, Mr. P. Gicharu - Senior Administrative Assistant (Cost Sharing) and Grace Mbunde - Senior Administrative Assistant (Admissions).

The meeting considered among other issues the roles of each Section in the Academic Division, the New Strategic Plan for 2013-2018 and Performance Contract for 2013/2014.



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ACADEMIC DIVISION TREE PLANTING

On 28th June 2013, 35 members of staff drawn from all Sections of the Academic Division participated in a tree planting session that took place at the University of Nairobi Vet Farm in Upper Kabete.



The environmental conservation event was organized by the Academic Registrar Mr. B.M.Waweru. He was accompanied by the following Heads of Sections: Mr. H.O.D.Webuye, Deputy Registrar - Deans/Senate Secretariat, Mrs. L.Akaranga Deputy

Registrar - Examinations and Ms. J. Horo Deputy Registrar - Admissions. The Office of the Deputy Vice-Chancellor (Academic Affairs) was represented by Ms. M. Ganira.

Three hundred and twenty (320) tree saplings were planted which were over and above the target set in the 2012/2013 Performance Contract. The team was flagged off by the Deputy Vice-Chancellor (Academic Affairs) Prof. H. Mutoro.





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11TH COMMISSION FOR UNIVERSITIES **EDUCATION (CUE) EXHIBITION**



The University of Nairobi took part in the recently concluded exhibition by Kenyan Universities held at the KICC between June 20 and 22, 2013.

The Exhibition was organized by the Commission for Universities Education (CUE) formerly Commission for Higher Education (CHE) in which all public and private institutions of higher learning took part.

Dr. Fred Otieno chaired the Exhibition Committee that coordinated and supervised the preparations for the 11th CUE Exhibition. The Academic Division provided the Secretariat for all University of Nairobi Exhibitions. The University of Nairobi was represented by all the Colleges and Central Administration. The units put up an elaborate display of



academic diverse and market driven programmes and other services offered at the University.





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The Exhibition was formally opened by the Secretary for Education Science and Technology, Prof. Jacob Kaimenyi and closed by the Nairobi County Governor, Dr. Evans Kidero. The Deputy Vice-Chancellor (Academic Affairs) Prof. Henry Mutoro also toured the University stand and commended the Exhibitors for the good work.





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PROF. MALOY'S DOCTOR OF SCIENCE PRESENTATION

The Academic Registrar Mr. B.M. Waweru was the Master of Ceremony on, June 7, 2013 when Prof. Geoffrey M. Ole Maloy of Department of Veterinary Anatomy and Physiology defended his Doctor of Science thesis titled; "Studies in Integrative Animal Energetics and Metabolism: Structural and Environmental Correlates".

This was the second Doctor of Science degree candidate that the University of Nairobi (UoN) has evaluated since its inception in 1956.

An evaluation panel led by Prof. George Magoha, Vice Chancellor, took Prof. Maloy through a rigorous exercise that culminated



in an oral public defense of his works to-date. The public defense was held at the Multi-Purpose Hall (8-4-4 Lecture Theatre), behind Jomo Kenyatta Memorial Library, at the Main Campus at 2.30 p.m.

RE-ORGANIZATION OF STUDENTS REGISTRY

The Ag. Deputy Vice-Chancellor (Academic Affairs) Prof. Henry Mutoro has been Spearheading the re-organization of the Students Registry for the past two months. A Team of 20 members of staff have been involved in this massive exercise of enhancing records management in the University. A total of 60,000 files are to be opened and shelved.

The exercise has been closely monitored and supervise by the Academic Registrar Mr. B.M. Waweru, Mr. H.O.D. Webuye Deputy Registrar (Deans/Senate) and Mr. J. Omolo the Records Manager.

The re-organization of the Students Registry has been deemed necessary due to the following:





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Importance of records.

- Records are considered as basic resources in the University because they contain information used for management and development.
- Records ensure that the University has documented evidence of its own activities on which decisions are based.
- Properly managed records contribute to faster decision making, efficiency and accountability.

Students' records (personal files) are permanent records by virtue of information they contain. The files, whether manual or electronic, are supposed to have full details and information about the student for the entire duration she/he was in the University.

Records Management Services

The University students' population is about 62,000 at the moment. Adequate and trained personnel for the students' registry are therefore not only required, but are necessary because of the following duties:

- Receipt/processing of admission correspondences/forms
- Opening of new files
- Filing of correspondences
- Maintenance and storage of files
- Retrieval of files



- Implementation of records management policy and registry manual
- Implementation of records management systems and procedures.
- Ensuring that decisions taken by management in the area of records keeping are implemented on time.
- Ensuring that requirements of ISO 9001 and 15489 are met.

Ensuring that Procedure for Control of Records (UON/OP/02) And Procedure for Control of Documents (UON/OP/01) are fully implemented.



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Archival Services.

Once closed, students' files are supposed to be transferred to the archives for proper housing, storage and preservation for utilization as archives. The Academic Division re-



quires trained staff to carry out the following activities:

- Processing of records.
- Preparation of finding aids
- Retrieval of records
- User services.
- Conservation/Repairs
- Digitization and
- Microfilming of records

ISTVS GOVERNANCE WORKSHOP, KAMPALA

The IGAD Sheikh Technical and Veterinary School (ISTVS) Governance Workshop was held at Royal Suites in Kampala Uganda between 21st and 22nd July 2013.

The Workshop was attended by the following Partners:





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| No | Name | Institution | Title |
|----|--------------------------|-----------------------|---|
| 1 | Riccardo Costagli | Terra Nuova | TN Regional Director |
| 2 | George Okumu | Terra Nuova | TN Administration and Finance Manager |
| 3 | Lucy Wood | Terra Nuova | TN Regional Liaison Adviser, Educationalist |
| 4 | Thomas Bazarusanga | Terra Nuova/ISTVS | ISTVS Principal |
| 5 | Ali AbdilahiShaqalle | Terra Nuova/ISTVS | ISTVS Administrator |
| 6 | Musoke Nansenja Florence | IGAD | Director of Admin Finance |
| 7 | Mohamed Moussa Mohamed | IGAD | Director of Agriculture |
| 8 | S.J. Muchina Munyua | ICPALD/IGAD | Coordinator (ICPACD) |
| 9 | Yufnalis Okubo | IGAD | Legal Consultant |
| 10 | Gebrehiwot Tadesse | Mekelle University | Associate Professor |
| 11 | Berihu Gebrehidan | Mekelle University | Dean |
| 12 | Sergooba Asuman | Makarere University | Deputy Vice Chancellor |
| 13 | Ejobi Francis | Makarere University | Head of Department |
| 14 | John David Kabasa | Makarere University | Principal |
| 15 | James Okello | Makarere University | Deputy Registrar |
| 16 | J.Y.T. Mugisha | Makarere University | DVC AA |
| 17 | Henry W. Mutoro | University of Nairobi | DVC. AA |
| 18 | Lucy W. Irungu | University of Nairobi | DVC RPE |
| 19 | B.M. Waweru | University of Nairobi | Academic Registrar |
| 20 | Humphrey Webuye | University of Nairobi | Deputy Registrar |
| 21 | Agnes W. Mwang'ombe | University of Nairobi | Principal CAVS |

The Workshop considered and approved the following structures to be put in place:

- Governing Council
- Principal
- Management Board
- Academic Board
- Director of Studies
- Departments

The University of Nairobi will be in September 2013 launching the following programmes to be offered at ISTVS Somaliland:



- Bachelor of Science in Biomedical Laboratory Technology.
- Bachelor of Science in Dry land Economics and Agro-Ecosystem Management.



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UNIVERSITY PRIZE AWARD CEREMONY

The University of Nairobi awarded prizes for excellence in academics performance to over 330 students for 2009/2010 and 2010/2011 academic years.

The prizes award ceremony was organized



by the Academic Division and was presided over by the Chairman of the Council Dr. Idle Farah who lauded the 74 donors among them institutions and professional organizations for their continued effort to enhance the prizes to reflect the changing economic realities.



He noted that "I wish to compliment our donors, who have continued to support this ini-



tiative, this is a firm statement that you value academic excellence, and specifically that you have faith in the brand of the University of Nairobi".

Speaking on behalf of the Vice-Chancellor Prof. George Magoha, Prof. Peter Mbithi, Deputy Vice-Chancellor, Administration and Finance, challenged other organizations in public and private sectors to come on board and support activities that will improve the quality of academic programmes at the University.





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The Ag. Deputy Vice-Chancellor (Academic Affairs) Prof. Henry Mutoro thanked the Uni-



versity Management for creating a conducive environment for academic exploits. He also thanked the Donors for their generosity and support for the University. He congratulated the recipients for a job well done.

The Master of Ceremony was Mr. B.M. Waweru Academic Registrar.

The following two recipients were the best students overall: Elbusaidy Hemed Mohamed and Mapili Millicent Mapili. They were awarded the Gandhi Smarak Gold Medals for 2009/2010 and 2010/2011 respectively. Gandhi Smarak is a prize in the form of a gold medal to the best overall student in the whole University with the highest proficiency in both academic and extra curricula activities.

8TH PAN-AFRICAN READING FOR ALL CONFERENCE

The 8th Pan-African Reading for All Conference will be held between 12th and 16th August 2013 at Kenya Science Campus, University of Nairobi.

The Theme of the Conference is: "Literacy for All: Leading the way to literacy excellence". Prof. H. Mutoro, Deputy Vice-Chancellor (AA) is playing a key advisory role for the success of the Conference.

The purpose of the Pan-African Reading for All Conference is to develop ways of translating "Education for All" into "Reading for All". The Pan-African Reading for All Conference has become an important literacy event on the African continent. It provides a platform for policy makers in governmental and donor community to interface with literacy professional, and researchers at all levels to share vital knowledge and information on appropriate ways and strategies of delivering literacy and reading skills to all communities.

In the seven countries: South Africa (1999); Nigeria (2001); Uganda (2003); Swaziland (2005); Ghana (2007); Tanzania (2009) and Botswana (2011) where the conference has been held, positive developments have been registered. These include growth and development of community libraries, adult literacy classes, children's reading tents, emergence



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of reading and writing clubs in schools/communities and positive policy pronouncements in favour of the book sector and publishing industry.

DETA CONFERENCE

The Prof. H. Mutoro, Deputy Vice-Chancellor (AA) participated in the DETA (Distance Education and Teacher Education in Africa) Conference held at Kenya Science Campus on 29th July 2013.



DETA 2013 was the fifth conference of its kind. Like the previous conferences, it created a unique platform to share knowledge and deliberations on educational issues. DETA 2005 was held at the University of Pretoria in South Africa, DETA 2007 was held at Makerere University in Uganda, DETA 2009 was held at the University of Cape Coast in Ghana and DETA 2011 was

held at the Univeridade Eduardo Mondlane in Mozambique.

The purpose of the forum was to facilitate dialogue on critical issues in teacher education among the leadership of African faculties of education. The major objectives were to contribute to the debate on teacher education in Africa and to build capacity for the delivery of teacher education programmes in Africa. These objectives represent ways in which various protocols on education and training in Africa and the Mellenium Development Goals can be supported.

IPUCCF MEETING

Academic Registrar is organizing the meeting of Inter Public Universities Council Consultative Forum (IPUCCF) on 8th August 2013 at the University of Nairobi.





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JAB MEETING

There will be a JAB meeting on 8th August 2013 at the University of Nairobi.

DEPUTY VICE-CHANCELLOR (AA) MEETS CORE REPRESENTATIVE

The Deputy Vice-Chancellor (Academic Affairs) Prof. Henry W. Mutoro met with Mr. Kaushal Mehta Business Development Manager, CORE Education Middle East and Africa at his office on 21st August 2013 at 2.30 pm. The meeting was also attended by Mr. H.O.D. Webuye, Deputy Registrar (Deans/Senate).



Further meetings will be held with CORE and various stakeholders from the University to assess the proposals made by CORE.

GRADUATION PREPERATIONS

The Deputy Vice-Chancellor (Academic Affairs) Prof. Henry W. Mutoro has been chairing a series of meetings of the Graduation Committee. The Committee whose Secretariat is provided by Mr. W. Asilla, Registrar Planning, has been making preparations for the 49th Graduation Ceremony.



As part of due diligence, the Deputy Vice-Chancellor Prof Mutoro visited the Printing Section at the College of Education and External Studies to ensure the printing of the Graduation booklets was on course. The visit was held on 20th August 2013.



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49TH GRADUATION CEREMONY

The 49th Graduation Ceremony for the University of Nairobi was held on Friday 23rd August 2013 at the Chancellor's Court. The Ag. Deputy Vice-Chancellor (AA) Prof. Henry Mutoro was the Master of Ceremony.

A total of 5,342 graduands, were conferred with Degrees and awarded Diplomas by Dr. Joseph B. Wanjui, the Chancellor of the University.



Among the degrees conferred was the Doctor of Science (DSc.) awarded to Prof. Geoffrey Maloiy. The graduands were from the Colleges of: [Agriculture and Veterinary Sciences](#), [Architecture and Engineering](#), [Biological and Physical Sciences](#), and [Education and External Studies](#).

The chief guest during the ceremony, the Cabinet Secretary for Education, Prof. Jacob Kaimenyi. He reiterated the government's commitment to increasing access to higher

education.



Dr. Wanjui thanked the government for appointing him as Chancellor, a position he has





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held since June 2003. He has presided over 18 graduation ceremonies, in the process, conferring and awarding over 70,000 de-



grees and diplomas, respectively.

The Vice-Chancellor, Prof. George Magoha commended the graduands saying that they had worked hard, diligently and smartly. Prof. Magoha commended academic staff for their research efforts which raised over Ksh. 3 bil-



lion.



The new Chairman of Council Dr. Idle Omar Farah, thanked the government for appointing him the Chairman of Council, noting that indeed it is an honor and privilege to serve his country and alma mater.

Others who addressed the congregation were Eng. Josphat Muthumbi, a member of the [University of Nairobi Alumni Association](#) and the best overall student, Juma Victor, from the [School of Mathematics](#).

