

UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS

SCHEDULE OF ACTIVITIES FOR 2021

SN O.	ACTIVITY	DATE	RESPONSIBILITY	TENTATIVE BUDGET
	JANUARY			
1.	Resumption of Face to Face learning	4 th Jan. 11 th Feb.	Academic Registrar Admission	
2.	Notice of Election of Deans	5 th Jan.	Academic Registrar Deans	
	University Senate	17th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	12th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	5th	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Administrators Meeting		Deputy Vice-Chancellor(AA)	
	FEBRUARY			
3.	University Open Days	4 th – 5 th Feb.	Open Day Committee	Ksh. 3,000,000/

		22 nd -23 rd July		Ksh. 3,000,000/
	University Senate	17th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	9th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	1st	Academic Registrar	
	Divisional Management Committee		Deputy Vice- Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice- Chancellor(AA)	
	Administrators Meeting		Deputy Vice- Chancellor(AA)	
	MARCH			
5.	Student Talent Day	12 th Mar.	Student Affairs	
7.	University Prizes Day	26 th Mar.	Academic Registrar Admissions	Ksh. 6,000,000/
	Inaugural Lecture	29 th Mar.	Vice Chancellor Deputy Vice- Chancellor(AA) Academic Registrar Deans/Senate Secretariat	Ksh. 500,000/
	University Senate	21st	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	9th	Academic Registrar	

			Deans/Senate Secretariat	
	Section Heads Meeting	1st	Academic Registrar	
	Divisional Management Committee		Deputy Vice- Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice- Chancellor(AA)	
	Administrators Meeting		Deputy Vice- Chancellor(AA)	
8.	APRIL			
9.	Mentorship of Students		Academic Registrar Student Affairs Examinations	
	University Senate	19th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	13th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	5th	Academic Registrar	
	Divisional Management Committee		Deputy Vice- Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice- Chancellor(AA)	
	Administrators Meeting		Deputy Vice- Chancellor(AA)	
10.	MAY			

11.	Careers Day	13 th -14 th May	Academic Registrar Admissions	
	University Examinations	May	Deputy Vice-Chancellor(AA) Academic Registrar	
	University Senate	16th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	11th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	3rd	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Administrators Meeting		Deputy Vice-Chancellor(AA)	
12.	JUNE			
	University Examinations	May	Deputy Vice-Chancellor(AA) Academic Registrar	
13.	Inaugural Lecture	28 th Jun.	Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Deans/Senate Secretariat	Ksh. 500,000/
	Launch of Flagship Programmes	18 th June	Vice Chancellor	

			Deputy Vice-Chancellor(AA) Academic Registrar	
	University Senate	21st	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	8th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	7th	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Administrators Meeting		Deputy Vice-Chancellor(AA)	
	JULY			
14.	Staff Training and Mentorship		Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar	
	University Senate	18th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	13th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	5th	Academic Registrar	

	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Administrators Meeting		Deputy Vice-Chancellor(AA)	
	AUGUST			
	Preparations for 64 th Graduation Ceremony		Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Examinations	
16.	Commencement of Academic Year 2021/2022	30 th Aug.	Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar	
	University Senate	22nd	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	10th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	2nd	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	

	Administrators Meeting		Deputy Vice-Chancellor(AA)	
	SEPTEMBER			
	64 th Graduation Ceremony	24 th Sep.	Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Examinations	Ksh. 6,000,000/
18.	Inaugural Lecture	27 th Sep.	Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Deans/Senate Secretariat	Ksh. 500,000/
	University Senate	27 th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	14 th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	6 th	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Administrators Meeting		Deputy Vice-Chancellor(AA)	
	OCTOBER			
	Staff Training and Mentorship		Vice Chancellor	

			Deputy Vice-Chancellor(AA) Academic Registrar	
	University Senate	17th		
	Deans Committee	12th		
	Section Heads Meeting	4th		
	Divisional Management Committee			
	Expanded Divisional Management Committee			
	Administrators Meeting			
	NOVEMBER			
	Preparations for 65 th Graduation Ceremony		Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Examinations	
	University Senate	17th	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	12th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	1st	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	

	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Administrators Meeting		Deputy Vice-Chancellor(AA)	
	DECEMBER			
	65 th Graduation Ceremony	17 th Dec.	Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Examinations	Ksh. 6,000,000/
	Inaugural Lecture	20 th Dec.	Vice Chancellor Deputy Vice-Chancellor(AA) Academic Registrar Deans/Senate Secretariat	Ksh. 500,000/
	University Senate	22nd	Academic Registrar Deans/Senate Secretariat	
	Deans Committee	9th	Academic Registrar Deans/Senate Secretariat	
	Section Heads Meeting	6th	Academic Registrar	
	Divisional Management Committee		Deputy Vice-Chancellor(AA)	
	Expanded Divisional Management Committee		Deputy Vice-Chancellor(AA)	

	Administrators Meeting		Deputy Vice-Chancellor(AA)	
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WEBUYE, H.O.D
ACADEMIC REGISTRAR Ag.