UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS

SCHEDULE OF ACTIVITIES FOR 2021

| SN | ACTIVITY | DATE | RESPONSIBILITY | TENTATIVE |
|----|-----------------------|--|--------------------|-----------------|
| 0. | | | | BUDGET |
| | JANUARY | | | |
| 1. | Resumption of Face | 4 th Jan. | Academic Registrar | |
| | to Face learning | | Admission | |
| | | 11 th Feb. | | |
| 2. | Notice of Election of | 5 th Jan. | Academic Registrar | |
| | Deans | | Deans | |
| | University Senate | 17th | Academic Registrar | |
| | | | Deans/Senate | |
| | | | Secretariat | |
| | Deans Committee | 12th | Academic Registrar | |
| | | | Deans/Senate | |
| | | | Secretariat | |
| | Section Heads | 5th | Academic Registrar | |
| | Meeting | | | |
| | Divisional | | Deputy Vice- | |
| | Management | | Chancellor(AA) | |
| | Committee | | | |
| | Expanded Divisional | | Deputy Vice- | |
| | Management | | Chancellor(AA) | |
| | Committee | | | |
| | Administrators | | Deputy Vice- | |
| | Meeting | | Chancellor(AA) | |
| | FEBRUARY | | | |
| 3. | University Open | 4 th – 5 th Feb. | Open Day Committee | Ksh. 3,000,000/ |
| | Days | | | |

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

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

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

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

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

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

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

| Expanded Divisional | | Deputy Vice- | |
|-----------------------------|--|--|--|
| - | | | |
| Committee | | | |
| Administrators | | Deputy Vice- | |
| Meeting | | Chancellor(AA) | |
| | | | |
| | | | |
| DECEMBER | | | |
| 65 th Graduation | 17 th Dec. | Vice Chancellor | Ksh. 6,000,000/ |
| Ceremony | | Deputy Vice- | |
| | | Chancellor(AA) | |
| | | Academic Registrar | |
| | | Examinations | |
| Inaugural Lecture | 20 th Dec. | Vice Chancellor | Ksh. 500,000/ |
| | | Deputy Vice- | |
| | | Chancellor(AA) | |
| | | | |
| | | Deans/Senate | |
| | | Secretariat | |
| University Senate | 22nd | Academic Registrar | |
| , | | - | |
| | | Secretariat | |
| Deans Committee | 9th | Academic Registrar | |
| | | Deans/Senate | |
| | | Secretariat | |
| Section Heads | 6th | Academic Registrar | |
| Meeting | | | |
| Divisional | | Deputy Vice- | |
| Management | | Chancellor(AA) | |
| Committee | | | |
| Expanded Divisional | | Deputy Vice- | |
| Management | | Chancellor(AA) | |
| Committee | | | |
| | Administrators Meeting DECEMBER 65 th Graduation Ceremony Inaugural Lecture University Senate University Senate Deans Committee Section Heads Meeting Divisional Management Committee Expanded Divisional Management | Management CommitteeImagement CommitteeAdministrators MeetingImagementDECEMBERImagement65th Graduation Ceremony17th Dec.Inaugural Lecture20th Dec.University Senate22ndDeans Committee9thSection Heads Meeting6thDivisional Management Committee6thExpanded Divisional ManagementImagementCommitteeImagementExpanded Divisional ManagementImagementCommitteeImagementExpanded Divisional ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagementImagement ManagementImagement <t< td=""><td>Management CommitteeChancellor(AA)Administrators MeetingDeputy Vice- Chancellor(AA)DECEMBERChancellor(AA)65th Graduation Ceremony17th Dec.Vice Chancellor Deputy Vice- Chancellor(AA) Academic Registrar ExaminationsInaugural Lecture20th Dec.Vice Chancellor Deputy Vice- Chancellor(AA) Academic Registrar Deans/Senate SecretariatUniversity Senate22ndAcademic Registrar Deans/Senate SecretariatDeans Committee9thAcademic Registrar Deans/Senate SecretariatDeans Committee6thAcademic Registrar Deans/Senate SecretariatDivisional Meeting6thAcademic Registrar Deans/Senate SecretariatDivisional Meeting0Deputy Vice- Chancellor(AA) Academic Registrar Deans/Senate SecretariatDeans define9thAcademic Registrar Deans/Senate SecretariatDeans define0Deputy Vice- Chancellor(AA)Section Heads Meeting6thAcademic Registrar Deans/Senate SecretariatDivisional Management CommitteeDeputy Vice- Chancellor(AA)Expanded Divisional ManagementDeputy Vice- Chancellor(AA)</br></br></br></br></br></br></br></br></br></br></br></br></br></br></td></t<> | Management CommitteeChancellor(AA)Administrators MeetingDeputy Vice- Chancellor(AA)DECEMBERChancellor(AA)65th Graduation Ceremony17th Dec.Vice Chancellor Deputy Vice- Chancellor(AA) Academic Registrar ExaminationsInaugural Lecture20th Dec.Vice Chancellor Deputy Vice- Chancellor(AA) Academic Registrar Deans/Senate SecretariatUniversity Senate22ndAcademic Registrar Deans/Senate SecretariatDeans Committee9thAcademic Registrar Deans/Senate SecretariatDeans Committee6thAcademic Registrar Deans/Senate SecretariatDivisional Meeting6thAcademic Registrar Deans/Senate SecretariatDivisional Meeting0Deputy Vice- Chancellor(AA) |

| Γ | Administrators | Deputy Vice- | |
|---|----------------|----------------|--|
| | Meeting | Chancellor(AA) | |

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WEBUYE,H.O.D ACADEMIC REGISTRAR Ag.