UNIVERSITY OF NAIROBI

ACADEMIC AFFAIRS DIVISION

ANNUAL REPORT FOR 2020

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PREFACE

Deputy Vice Chancellor Academic Affairs Prof. Julius Ogeng'o

Academic Affairs Division is charged with the responsibility of coordinating the management and administration of the Teaching and Learning process. This process, constitutes a core mandate of the University. Further, by virtue of the provisions of the Universities Act 2012 (as amended) Section 35; 1(b) and the University of Nairobi Charter, 2013; 19(3); the Division coordinates the activities of the Senate. The activities of the Division are therefore organized around Senate, several Central Sections, Faculties and Departments.

The year 2020 was challenging because of the COVID-19 pandemic which ravaged the whole world. This compelled the Division to rapidly adopt, support and coordinate online solutions for all its functions. This unprecedented move was facilitated by rapid uptake of information communication technology as provided for in the Legislative, Legal and administrative frameworks. This bold move is what enabled the Division serve its mandate fully. This was also the year the University embarked on transformation to enhance its vibrancy, relevance and sustainability. The transformation comprised the Vice Chancellor's Reform Agenda with five (5) Pillars: Governance; Curriculum; Finance; Data; and People. The division particularly spearheaded curriculum reforms but was affected by all the five (5).

This Annual Report comprises the key activities which the Division successfully undertook during the year to ensure effective delivery of its mandate, in the face of COVID-19 pandemic and the University Reforms. It comprises a layout of Sections and Subsections; performance achievements of the various sections and subsections; Staff Matters; Financial Performance; Performance Evaluation; Infrastructure and Facilities; and highlights of notable performance achievements of the year.

STATEMENT FROM THE ACADEMIC REGISTRAR

Academic Affairs Division underwent tremendous transformation during year 2020. These transformations, largely driven by the Deputy Vice Chancellor, entailed reversion of the Student Welfare Services. Which had been hived off during creation of the Student Affairs Division; Mainstreaming of online solutions; enhancement of networking with Faculty/ School and Institute Administrators through the Deputy Vice Chancellor's bi-weekly consultative

Academic Registrar Mr. Humphrey Webuye

meetings; establishment of Divisional Management Committee; Increasing accountability by creation of additional Sections and Subsections and weekly evaluation of performance among others. These changes resulted in enhanced; efficiency and effectiveness with well-defined outputs.

The mandate of the Division is to coordinate the process of Teaching and Learning. As such, it is recognized that Management places very high premium on its functions. It is in 2020 that the COVID-19 Pandemic struck the world, and the University was not spared. In order to ensure the University survives, and continues its march towards world classness the Division was quick to embrace and champion online teaching and learning; examinations and graduation; as well as virtual meetings; trainings and sensitizations; and to return to the offices. All the staff, individually and collectively quickly embrace the change and ran forward towards the goals. This annual report, I am pleased to note covers the activities and achievements that were associated with a successful 2020.

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1. INTRODUCTION

Academic Affairs Division coordinates the Teaching and Learning process for Undergraduate and Postgraduate students. This mandate is derived from the University of Nairobi Charter, 2013; 16(1); as articulated in Section 19(3) and elaborated in the various statutes. Pursuant to these provisions, the Teaching and Learning process is divided into the following main activities: Curriculum Development and Review; Promotion of Programmes; Admission and Registration; Curriculum Delivery; Assessment and Evaluation; Graduation, Certification and Awards; Convocation and Alumni.

Its mandate also includes monitoring, evaluation and advisory on the resources that support the programmes on offer, namely Faculty and Staff; Infrastructure and Facilities. The Division is also responsible for development and supervision of implementation of relevant Regulatory and Administrative Frameworks. To achieve this mandate, the Division constituted seven (7) Functional Sections with distinct but synergistic functions that support the Faculties and Departments which are the oversight and operational Units for the Teaching and Learning process. These seven (7) Sections, some with 2-3 subsections, apart from interacting with each other, cooperate with other Central Departments most remarkably Information Communication Technology Centre, and Finance; and are structurally interlinked and functionally integrated with the Teaching departments in the various Faculties/Schools/Institutes/Centres. It is this interlinkage and integration that enable the Division to effectively discharge its mandate, with the net effect of driving the University forward.

The year 2020, was especially challenging because of the COVID-19 Pandemic that ravaged the whole world. As a survival strategy the Division successfully adopted the use of Information Technology to deliver its mandate with minimum distraction. In addition, individuals, Subsections and Sections were compelled to adopt a new "normal" of Face Masks; Physical and Social Distancing; Regular Handwashing/Sanitizing. In order to ensure continued success in the face of the Pandemic, staff rapidly embraced the use of Information Communication Technology. Virtual meetings, trainings and sensitizations became the norm. The achievements enumerated in this report reflect the resilience and adaptability displayed by everyone in the Division.

2. ORGANIZATION OF THE DIVISION

The Core Academic Division is made up of the following Sections & Sub Sections that were constituted for effective & efficient service delivery.

2.1 SECTIONS & SUBSECTIONS

SECTION	SUB SECTION
1 ADMISSIONS	Admissions Processing
	Promotion of Programmes
	Admissions Records
2 EXAMINATIONS	Examinations Processing
	Graduation & Certification
	Student Progression
3 QUALITY ASSURANCE	QA Administration
	Curriculum and Programmes
4 STUDENT DATA, RECORDS & STATISTICS	
5 SENATE SECRETARIAT	
6 ACADEMIC DIVISION ICT	
7 GENERAL STUDENT MATTERS (GSM)	

2.2 DISTRIBUTION OF FUNCTIONS

SN	SUB SECTION	MAIN FUNCTIONS
1.	**ADMISSIONS PROCESSING**	• Process Admission letters for successful applicants • Update Admissions Documents • Process Inter Institution Transfers • Process Inter/Intra Faculty Transfers • Coordinate Registration & Orientation of First Years • Process Deferments/Readmissions/Withdrawals
2.	**PROMOTION OF PROGRAMMES**	• Continually Update Admission information booklet and publish in the university website • Maintain a robust online application portal at all times • Update all the courses on offer and set intakes and extent intakes accordingly when advised • Communicate to walk in clients, email or on phone and give feedback within one day • Organize career talks for Schools
3.	**ADMISSIONS RECORDS**	• Opening of Students Files • Generate nominal roll • Process student Identity Cards • Update Student progression records for interruption transfers, readmission • Maintain Registration statistics and records

SN	SUB SECTION	MAIN FUNCTIONS
4.	**EXAMINATIONS PROCESSING**	• Process all submitted examinations in time. • Process appointment and facilitation for all recommended external • Analyse all external examiners' reports and extract the actionable recommendations. • Create an electronic record of all examination questions, over ten (10) years. • Revise the QMS procedure for examinations to align it with contemporary regulatory and administrative frameworks, and sensitize students and staff. • Develop proposals for review of Examination Policy to align it with Legislative, Regulatory and Administrative Frameworks. • Profile external examiners by School, number of times, position/cadre, and affiliation. • Administer Central Examination Centre effectively
5.	**GRADUATION & CERTIFICATION**	• Coordinate processing of Lists of Graduands • Coordinate preparation of Certificates • Coordinate verification of documents • Coordinate certification of documents • Coordinate confirmation of English Proficiency • Coordinate issuance of letter in lieu of lost certificates
6.	**STUDENT PROGRESSION**	• Create e-repository of all complete consolidated mark sheets received for 2009/2020 – 2019/2020 academic years • Preservation of consolidated mark sheets for graduated classes (2010 – 2020) • Process student disciplinary appeals/pardon cases • Create e-repository of students disciplinary/pardon cases • Process issuance of transcripts • Establish documentation/analysis of completion status of readmitted students (2010 - 2021) • Undertake follow-up on students recommended for various support mechanisms • Update students' SMIS progression status
7.	**QA ADMINISTRATION**	• Prepare and implement a schedule for sensitizing staff on QA frameworks • Undertake training of heads of departments on QA metrics and procedures • Develop and execute a schedule to continuously monitor curriculum delivery • Prepare and transmit timeously status reports on compliance with regulatory and statutory bodies • Prepare and update data on the CUE university integrated management information system • Prepare and update data for KNQA University Integrated Management Information Systems • Prepare and update data for UFB; KNBS; KUCCPS

SN	SUB SECTION	MAIN FUNCTIONS
8.	**CURRICULUM AND PROGRAMMES**	• Process curricula through Senate • Align curricula for compliance with regulations • Write periodic reports on sustainability of programmes • Write periodic reports on the performance of flagship programmes • Update e-repository of academic programmes processed by Senate
9.	**STUDENT DATA, RECORDS & STATISTICS**	• Monitor student enrolment by programme • Monitor SMIS Registration • Reconcile (clean up) student data • Create, verify, update and preserve student files • Reconcile Central and Faculty Student Records • Document and track student file • Create orderly student Registry • Ensure secure storage of student records • Archiving student records • Digitization or e-reposit student records
10.	**SENATE SECRETARIAT**	• Organize and coordinate Senate Meetings • Organize and coordinate Deans Committee Meetings • Distribution of Senate and Deans Committee Documents • Certification & Repository • Processing of Module II Admissions for Deans Committee • Processing of Credit Transfer/Exemptions • Safely preserve & store records of Senate & DC Meetings (both electronic and Manual) • Processing of SESF
11.	**ACADEMIC DIVISION ICT**	• Facilitate Automation and updating of management systems and processes. • Facilitate e-records repository • Maintenance of ICT infrastructure, equipment and network. • Updating ICT software • Coordinate training of staff on use of online solutions • Facilitate virtual/online events • Maintain continual flow of appropriate information on social media platform • Continually retrieve and upload appropriate webometric content
12.	**GENERAL STUDENT MATTERS**	• Coordinate & report activities undertaken by UNOCS • Coordinate & report appropriate activities • Organize activities that facilitate student culture and behavior change • Support process of student elections • Monitor Activities of Student Professional Associations • Monitor student accommodation & Catering • Coordinate Students health, sports & games in liaison with UHS,S&G • Facilitate efficiency in handling student disciplinary cases

2.3 COMMITTEES

The Division established several committees of facilitate compliance with statutory requirements.

SN	NAME	MAIN FUNCTION(S)
1	Complaints handling committee	Handling complaints received from internal and external stakeholders
2	National Integration and Cohesion committee	Reporting on matters of National Cohesion to the main National Cohesion Committee of the University
3	Performance contract committee	Handle matters related to Negotiation, evaluation and reporting on Performance Contract for the Academic Division
4	Corruption prevention Subcommittee	Section of the Central Departments University Corruption Prevention Committee with a mandate to report quarterly on corruption prevention in the Academic Division

DVC AA Prof. Julius Ogeng'o chairing an ongoing committee meeting

3. ACHIEVEMENTS

3.1 ADMISSIONS

3.1.1 Admission processing

The Sub Section achieved the following:

i) Processed 12,155 (5,895 Module I, and 6,260 for Module II students)

ii) Processed 436 Inter University Transfers.

iii) Processed 139 Readmissions, 9 Withdrawals, 55 deferments.

iv) Processed 235 Module 1 & 130 Module II Inter/Intra faculty transfers.

Mrs. Miriam Manya- Team Leader

v) Coordinated successful virtual Registration & Orientation for scheduled commencement of the 2020/2021 Academic Year from on 31st August 2020 and Vice Chancellor's address to First Years on 3rd September, 2020.

vi) Communicated to 12,592 successful applicants for admissions.

vii) Organized face to face orientation for first year students in the CAVS, CAE, CBPS, CEES (Kenya Science Campus), CHS, who reported on 9th November 2020.

3.1.2 Admission Records

The sub section achieved the following;

i) Opened and transferred 7,756 files to data compliance office.

ii) Printed 17,530 students' identification cards.

iii) Printed nominal rolls for 2020/2021 academic year and circulated to schools.

Ms. Celestine Mayende- Team Leader

iv) Compiled list of prizes /donors/ and awardees for university prize presentation ceremony for 2017/2018, 2018/2019 and 2019/2020 academic years.

v) Updated in the SMIS 436 Inter-University Transfers, 235 Inter Faculty Transfers, 139 readmissions, 55 deferments and 9 withdrawals cases.

vi) Processed 46 records for amendment of names

3.1.3 Promotion of Programmes

The Promotion of Programmes Sub section achieved the following milestone:

i) Maintained a robust online application portal at all times enabling 14,569 prospective students to make their applications

ii) Attended to over 72,000 (480x150) electronic and physical inquiries.

Mr. Evanson Mbuva- Team Leader

3.2 EXAMINATIONS SECTION

3.2.1 Graduation & Certification

Ms. Esther Ogoro- Team Leader

The Graduation and Certification sub section achieved the following:

i) It managed two (2) graduations held virtually on 25th September 2020 and 11th December 2020 by processing list of graduands totaling 8560.

ii) 3,716 Certificates for September graduands were processed and issued from 25th October 2020.

iii) Guidelines on hiring of the graduation attire was drawn and is in use.

iv) 90% of certificates were ready within one month after graduation ceremony a few certificates required corrections.

v) 5012 documents were verified as per requests by clients.

vi) Issued 120 letters of proficiency in English

vii) Issued 90 letters in lieu of lost certificate.

viii) A soft copy of convocations between 1970 and 2020 was processed and a hard copy of the same was prepared, bound and submitted to the DVC (AA)'s Office for ease of reference.

ix) Consolidated all the booklets for the congregations for the last ten years (2010-2020) both in soft copy and hard copies.

3.2.2 Student Progression

Ms. Esther Wangui - Team Leader

SN	ACTIVITY/FUNCTION	NUMBER ATTAINED	REMARKS
1.	Student Appeals Disciplinary Cases	109 cases	-
2.	Processing requests for pardon	29 cases	-
3.	Issuance of Transcripts	6,796	-
4.	Organization and complete e-reposition of Mark sheets	13 Schools	Period (2010-2020)
5.	Processing requests for credit transfer and course exemption	43 requests	-
6.	E-reposition of Student Disciplinary Cases (2010-2020)	1,498 e-files	-

3.2.3 Examination Processing

Mr. Peter Mbuthia- Team Leader

During this period the Examinations Processing sub section achieved the following milestones on its mandate;

i) Processed 3,721 virtual examinations and 831 Special examinations.

ii) Analyzed thirty eight (38) external examiners reports and recommendations extracted for implementation.

iii) Processed 1,918 Online and 492 Physical examinations submitted by the Faculties and Departments.

iv) Processed 24 appointment Letters for external examiners,

v) Analyzed eight (8) External Examiners' report and processed 13 honorariums.

3.3 QUALITY ASSURANCE

3.3.1 Administration

Mr. Michael Wangai- Team

This sub section achieved the following milestones in 2020:

i) Submitted three (3) timely reports to regulatory authorities (CUE, UFB, and KNBS).

ii) Conducted exit survey for 2019-2020 cohort of graduates.

iii) Prepared the first version of QA Handbook.

3.3.2 Curriculum and Programmes

Ms. Doreen Inyo- Team Leader

The Curriculum and Programmes sub section achieved the following milestones;

i) Prepared thirty one (31) curricula for Senate.

ii) Aligned 50 academic programmes with CUE Standards and Guidelines.

iii) Developed criteria for identification of flagship programmes.

iv) Developed the interim report for curriculum reforms.

Sustaining quality through the quality assurance process

3.4 SENATE SECRETARIAT

Ms. Purity Nguata- Team Leader

During the period under review the sub-section achieved the following milestones on their mandate:

i) Coordinated 27 Senate meetings, of which 5 were physical meetings and 22 were virtual meetings; and 23 Deans Committee meetings were held (5 physical and 18 virtual)

ii) The Sub Section prepared, stored manually and electronically all Minutes of all the Senate and Dean Committee meetings held in 2020.

iii) Processed 29 credit transfers and 33 exceptions in the year 2020.

iv) Processed all module II admissions for approval by the Deans Committee and forwarded to Admissions Processing for issuing of Admission letters.

v) Circulated seven (7) approved Administrative Frameworks by Senate for use i.e.

    a) Guidelines for Student Progressions, 2020

    b) Guidelines for Online Examinations

    c) Guidelines for Online Student Disciplinary Appeals

    d) Guidelines for Online Student Elections

    e) Guidelines for Online Election of Deans of Faculties

    f) Guidelines/procedure for Online Defense of Thesis/Dissertation

    g) Guidelines for Appointment of Emeritus Professor

vi) Provides secretariat services to Senate appointed Adhoc Committees, Promotion Criteria for Academic Staff Committee.

3.5 STUDENT RECORDS, DATA & STATISTICS

During the year 2020, the section achieved the following:

i) Reconciled SMIS registration data with physical file data and ID issuance data for 40,045 students.

ii) Re-organized 3,610 student files into new records storage systems comprising of archival boxes and records storage cabinets.

Mr. Henry Odicoh- Team Leader

iii)   Retrieved and availed on time for use all files requested by action officers,

iv) Provided appropriate storage space for 154,900 files, including the creation of new storage space and maximization of the existing storage space through the adoption of archival storage boxes for closed student files.

v)   Archived 3,610 non-current student records covering the years between 2003 and 2010.

vi) Prepared and updated an electronic database inventory of 25,374 student files and archives.

vii) Monitored student enrolment, 71 programmes out of 84 representing 84.5% had confirmed enrollment, monitored percentage of SMIS registration in Schools to determine the number of Schools with 100% registration.

viii)   Data for 20,259 students monitored with overall SMIS registration standing at 34.83%.

ix) Developed a platform for the digitization of student records.

x)   Verified 20,300 files, entered 20,300 entries in excel sheet,

xi) Archived 5287 files (86 archival boxes), a total of 154,900 of records stored.

Section of the archival boxes in the Student Record Section

3.6 GENERAL STUDENT MATTERS

Ms. Jane Kahora- Team Leader

During the period under review the sub-section:

i)   Processed 63 students' readmission cases.

ii)   Followed up for status of 10 files updates from Director SWA on documents sent earlier to set Halls Disciplinary Committee students cases.

iii) Supported UNSA 2020 electoral process.

SN	POSITION	ELECTED OFFICIAL
1.	Chairperson	Mr. Eddie Mwendwa Mutua
2.	Vice-Chairperson	Ms. Dorcas Kaaria Kagwira
3.	Secretary- General	Mr. Nathan Kiplangat
4.	Treasurer	Ms. Georgina Njeri Githua
5.	Special Needs Representative	Ms. Wawira Janet Wachira
6.	International Students Representative	Mr. Vincent Cletus Wiso
7.	Sports & Social Welfare Representative	Mr. Tony Johnson Odindo

iv) Facilitated handing over of UNSA offices and equipment to the new UNSA Office.

Newly elected UNSA Council pose for a group Photo with the University Management led by the Vice Chancellor Prof. Stephen Kiama (Centre), DVC AA Prof. Julius Ogeng'o (immediate right), DVC HRA Prof. Enos Njeru and DVC RIE (Extreme right), UNSA Chairman Mr. Eddie Mwendwa Mutua (Left), DVC FPD Prof. Margaret Hutchinson, UON Electoral Commission Chairman Prof. Mohamud Jama and the Dean of Students Mr. Johnson Kinyua (extreme left) all seated.

3.7 ACADEMIC IT

Eliud Ayiro- Team Leader

The Sub Section was very active during the year as this is the period when utilization of virtual meetings began due to the COVID-19 pandemic. It supported the Division on Hardware and Infrastructure as this became to primary mode of operation. During this year the Sub section achieved the following milestones on its mandate:

i) Scheduled and supporting 233 online/virtual meetings.

ii) Installed two (2) end users workstations in the Division for transferred staff

iii) Set up two (2) workstations for new employees

iv) Coordinated two (2) capacity building forums for Academic Division staff on online solutions

v) Carried out one (1) preventive maintenance exercise for the computers within the Division.

vi) Updated the ICT Inventory of all ICT equipment within Academic Division

vii) Coordinated the e-repository of Academic Division Data from Senate Secretariat; Graduation and Certification; and Student Records, Data & Statistics Sub Sections

viii) Troubleshooting and resolving of 9 user requests on printers.

ix) Repair of 6 Desktop computers and 2 laptops

x) Updated and published 1006 website content on the Academic Division Website

xi) Posted 1236 tweets on social media and responded to 865 online queries through the social media channels.

xii) Enabling internet access by implementing Network extension and resource sharing to 4 users.

xiii) Network infrastructure support by attending to and resolving 12 incidences
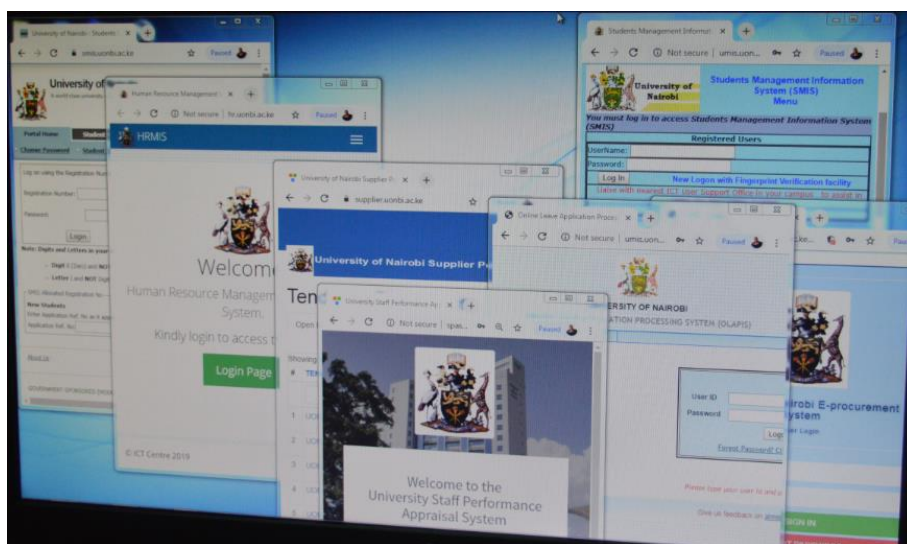
The MIS aiding in Teaching & Learning

3.8 STAFF DEPLOYMENT

SN	NAME	STATION/SECTION	DESIGNATION
1.	Prof. Julius Ogeng'o	Office of the DVC	**DVC AA**
2.	Ms. Grace Mbunde	Office of the DVC	Senior Assistant Registrar
3.	Ms. Joyce Daniel	Office of the DVC	Senior Secretary – 12
4.	Ms. Esther Wahome	Office of the DVC	Assistant Registrar – 12
5.	Ms. Catherine Wambugu	Office of the DVC	Senior Secretary – E
6.	Mr. Salvador Ogacho	Office of the DVC	Senior Admin Assistant
7.	Mr. Moses Ndungu	Office of the DVC	Assistant Accountant
8.	Ms. Ann Guandaru	Office of the DVC	Administrative Assistant
9.	Ms. Sintween Mukongari	Office of the DVC	Secretary – C
10.	Mr. Jesse Mwangi	Office of the DVC	Driver – AB
11.	Mr. Aggrey Givai	Office of the DVC	Office Assistant III
12.	Mr. Kennedy Ashmara	Office of the DVC	Driver – AB
13.	Ms. Christine Bwaku	DVC's Residence	Housekeeper III
14.	Mr. Brian Otieno	DVC's Residence	Gardener III
15.	Mr. H.O.D Webuye	Academic Registrar's Office	Academic Registrar
16.	Ms. Faith Mwangi	Academic Registrar's Office	Secretary - A
17.	Ms. Catherine Kelengwe	Academic Registrar's Office	Secretary - C
18.	Mr. Joseph Ouma	Academic Registrar's Office	Senior Admin Assistant
19.	Mr. Dedan G Mbugua	Academic Registrar's Office	Office Assistant - III
20.	Mrs. Manya Miriam O.	Admissions	Deputy Registrar
21.	Mr. Oguda Ephraim	Admissions	Senior Records Clerk
22.	Ms. Njeru Mary Muthoni	Admissions	Secretary - C
23.	Ms. Pauline W. Mungai	Admissions	Records Clerk - IV
24.	Mr. Bruno M. Chokera	Admissions	Records Clerk - IV
25.	Ms. Mercyrose Koech	Admissions	Records Clerk - IV
26.	Ms. Maureen S. Mbevi	Admissions	Records Clerk - IV
27.	Ms. Salome K. Abuuru	Admissions	Admin Assistant – CD
28.	Ms. Hellen Oduor	Admissions	Records Clerk - IV
29.	Ms. Wanja Njauke	Admissions	Data Clerk – IV
30.	Mr. Timothy Mwangi	Admissions	Records Clerk – IV
31.	Ms. Gideon Nyangena	Admissions	Senior ICT Officer - 12
32.	Ms. Linda K. Mburugu	Admissions	Receptionist - AB
33.	Ms. Purity W. Kamunya	Admissions	Assistant Secretary - A
34.	Ms. Celestine N. Mayende	Admissions	Senior Admin Assistant
35.	Ms. Karen N Munyao	Admissions	Receptionist - AB
36.	Ms. Mwaniki Faith Njeri	Admissions	Data Clerk - IV
37.	Mr. Henry Odicoh	Student Data, Records & Stats	Archivist
38.	Ms. Nelly Wanjiku Kibera	Student Data, Records & Stats	Records Clerk - III
39.	Mr. Stephen M. Mutugi	Student Data, Records & Stats	Records Clerk - IV

SN	NAME	STATION/SECTION	DESIGNATION
40.	Ms. Wendy A. Oburu	Student Data, Records & Stats	Receptionist – AB
41.	Ms. Agnes W. Gathieri	Student Data, Records & Stats	Registry Clerk – IV
42.	Ms. Valine A. Odinda	Student Data, Records & Stats	Records Clerk - IV
43.	Ms. Millicent Nyakwaka	Student Data, Records & Stats	Records Clerk – III
44.	Mr. Peter Mbuthia	Examinations Centre	Deputy Registrar
45.	Mr. Evanson M Mbuva	Examinations Centre	Senior Assistant Registrar
46.	Ms. Lilian Mulee	Examinations Centre	Secretary – E
47.	Ms. Beatrice Luvaha	Examinations Centre	Secretary - D
48.	Ms. Dinah K. Nyagah	Examinations Centre	Machine Operator - AB
49.	Ms. Caroline Buluma	Examinations Centre	Secretary – EF
50.	Ms. Virginia Musembi	Examinations Centre	Records Clerk – AB
51.	Mr. Edward Muthangva	Examinations Centre	Driver IV
52.	Ms. Esther Wachira	Examinations Centre	Cleaner Grade - II
53.	Ms. Margaret M. Mogaka	Examinations Centre	Office Assistant - III
54.	Dr. Esther B. Ogoro	Examinations Centre	Senior Assistant Registrar
55.	Ms. Susan W. Mwangi	Examinations Centre	Secretary – D
56.	Ms. Beatrice A. Omutere	Examinations Centre	Senior Admin Assistant
57.	Ms. Roseline M. Ngela	Examinations Centre	Exam Clerk – AB
58.	Ms. Nancy N. Wanyama	Examinations Centre	Receptionist - AB
59.	Ms. Esther Wangui	Examinations Centre	Assistant Registrar
60.	Ms. Julie Kyalo	Examinations Centre	Senior Admin Assistant
61.	Mr. Joshua Karani	Examinations Centre	Examination Clerk – AB
62.	Mr. Zachary Kanyi	Examinations Centre	Machine Operator – AB
63.	Ms. Marycela Mabeya	Examination	Office Assistant II
64.	Ms. Sahra Duale	Examination	Senior Admin Assistant
65.	Ms. Benedict Kyambi	Examination	Senior Admin Assistant
66.	Mr. Michael M. Wangai	Quality Assurance	Senior QA Officer
67.	Ms. Doreen N. Inyo	Quality Assurance	Quality Assurance Officer
68.	Mr. Robert Kinyua Weru	Quality Assurance	ICT Officer – CD
69.	Ms. Caroline Kagongo	Quality Assurance	Senior Admin Assistant
70.	Ms. Dianrose Ivati	Quality Assurance	Secretary – D
71.	Ms. Catherine Kinyua	Quality Assurance	Data Clerk – IV
72.	Ms. Caroline Chebet	Academic Division ICT	Senior ICT Officer – 13
73.	Mr. Eliud Ayiro	Academic Division ICT	Senior ICT Officer – DEF
74.	Ms. Stacy J. Rutto	Academic Division ICT	Data Clerk – IV
75.	Mr. Paul M. Wanjiru	Academic Division ICT	ICT Officer – CD
76.	Ms. Jane Kahora	General Student Matters	Senior Assistant Registrar
77.	Ms. Lorna Mose	General Student Matters	Grade B
78.	Ms. Purity Nguata	Senate Secretariat	Assistant Registrar
79.	Ms. Susan Koskei	Senate Secretariat	Admin Assistant C/D

SN	NAME	STATION/SECTION	DESIGNATION
80.	Ms. Hellen Karanja	Senate Secretariat	Senior Exec. Secretary, E
81.	Ms. Mevuline Mulindi	Senate Secretariat	Office Assistant, II
82.	Ms. Catherine Wachu Maina	Senate Secretariat	Typist Grade IV

3.9 RECRUITMENTS

During the year 2020, the following were recruited:

SN	NAME	DESIGNATION	STATION
1.	Mr. Robert Weru	Information Officer – ABC	Quality Assurance

3.10 STAFF TRANSFERS

During the year 2020, there was internal reorganization that resulted into movement of staff within the various Subsections and out of the Division. The Division also received new staff from other Units of the University.

A. EXTERNAL

i. Inward

SN	NAME	STATION	
		FROM	**TO**
1.	Ms. Esther Wahome	BCUC	Office of the DVC
2.	Mr. Eliud Ayiro	ADD	Academic ICT
3.	Mr. Peter Mbuthia	SWA	Examinations
4.	Ms. Esther Wangui	IDIS	Examinations
5.	Ms. Millicent Nyakwaka	Administration	Records
6.	Ms. Jane Kahora	Students affairs	General Student Matters
7.	Ms. Lorna Mose	Students affairs	General Student Matters

ii. Outward

SN	NAME	STATION	
		FROM	**TO**
1.	Gideon Nyangena	Admissions	Kenya Science Campus

B. INTERNAL

SN	NAME	STATION	
		FROM	TO
1.	Diana Ivati	Examinations	Quality Assurance
2.	Caroline Kangogo	Examinations	Quality Assurance
3.	Evanson Mbuva	Examinations	Admissions
4.	Boniface Mwania	Examinations	Office of the DVC
5.	Tom Odote	Examinations	Quality Assurance
6.	Masela Mabeya	Examinations	Admissions
7.	Jane Macharia	Examinations	Office of the DVC
8.	Catherine Kinyua	Examinations	Quality Assurance

3.11 STAFF EXITS

During the year 2020, the following staff exited the Academic Division:

SN	NAME	REASON FOR EXIT
1.	Mr. B.M Waweru	Demise
2.	Dr. Peter Nzuki	Contract expiry
3.	Mr. Timothy Mwangi	Resignation

3.12 PROMOTIONS

During the year 2020, the following staff was promoted.

SN	NAME	FROM	TO
1.	Mr. Humphrey Webuye	Deputy Registrar	Academic Registrar

3.13 APPOINTMENTS

To enhance leadership the following were appointed:

        a) Mr. Humphrey Webuye   – Ag. Academic Registrar
        b) Mrs. Miriam Manya   – Ag. Deputy Registrar, Admissions
        c) Mr. Peter Mbuthia   – Ag. Deputy Registrar, Examinations

To further support the functions and increase accountability, the following were appointed by DVC as Heads of Subsections.

SN	NAME	DESIGNATION	SUBSECTION
1.	Mr. Evanson Mbuva	Senior Assistant Registrar	Program Promotion
2.	Ms. Celestine Mayende	Senior Administrative Assistant	Admissions Records
3.	Ms. Esther Wangui	Assistant Registrar	Student Progression
4.	Ms. Esther Ogoro	Senior Assistant Registrar	Graduation & Certification
5.	Mr. Michael Wangai	Senior Quality Assurance Officer	QA- Administration
6.	Ms. Doreen Inyo	Quality Assurance Officer	QA- Curriculum & Programmes
7.	Mr. Peter Mbuthia	Ag. Deputy Registrar	Examinations Processing
8.	Mrs. Miriam Manya	Ag. Deputy Registrar	Admissions Processing

3.14   CAPACITY ENHANCEMENT

1. GSUITE collaboration and Online Examination Support Trainings - May 2020
2. Academic Division ICT training on Online Solutions (G-Suite)- June 2020
3. Academic Affairs ICT Training on Online Solutions (zoom)- June 2020

Staff sensitization and Training is a significant part of Capacity building

3.15   STAFF APPRAISAL

All staff were appraised by their respective Heads of Sections and Subsections.

4. FINANCE

The Academic Affairs Division generated income amounting to Ksh. 14.33M from Admissions and Examination Sections.

SN	ITEM	NO. DONE	RATE	AMOUNT (KSHS)
1.	Gandhi scholarship applications	147	2,000	294,000
2.	Certification of documents	1233	200	246,600
3.	Issue of letter in lieu of certificate	90	500	45,000
4.	Re-issue of academic transcripts	6796	500	3,398,000
5.	Storage charges for certificates	312	1,000	312,000
6.	Postage of University documents	19	500	9,500
7.	Hire of academic dress	120	4,000	480,000
8.	Hire of examinations halls	2	20,000	40,000
9.	Staff education support fund	150	500	75,000
10.	Inter and intra faculty transfers	436	1,000	436,000
11.	Student appeals	138	1,000	138,000
12.	Student identity cards	17530	500	8,765,000
13.	Letter of proficiency in English	120	500	60,000
14.	Scanning and emailing university academic documents	27	1,000	27,000
	TOTAL			**14,329,100**

The Academic Divisions has various sources of income

5. PERFORMANCE

The performance evaluation is truncated to areas of core mandate and webometrics.

5.1 CORE MANDATE

INDICATOR	SCORE	
	TARGET	ACTUAL
Development of electronic inventory of student records	100	100
Provide a platform for digitization of student records	100	100
Review Online Application System	100	100
Review Gown Clearance Process	100	100
Restructuring of Academic Division	100	100
Student recognition and appreciation programme for exceptional performance and talent developed and implemented	100	100
Management using the dashboard	100	100
Implementation of the automated Course evaluation tool	100	100
Implement quarterly monitoring of individual performance	100	100
Review SMIS	100	50
Rationalize Admissions	100	100
Timely nomination of External Examiners	100	100
Issuance of Transcripts	1	1
Processing and issuance of certificates	1.5	2
Complete Senate students Disciplinary/ Appeal case	6	6

5.2 WEBOMETRICS RESULTS

| INDICATOR	SCORE	
	TARGET	ACTUAL
Corporate Division ranking		
Monthly website drives	12	12
Backlinks	2438	1439
Referring Domains	303	346
Google Scholar	100	100
Presence	1530	1280

Ranking of University

6. FACILITIES AND EQUIPMENT

The Division acquired the following assets:

SN	ITEM	NUMBER	TRANSFERRED FROM
1.	Executive Desks	4	CESSP
2.	Executive Seats	4	CESSP
3.	Work Stations	2	CESSP
4.	Filling Cabinets	3	CESSP
5.	Printers	4	CESSP and DVC SA's Office
6.	Fridge	2	CESSP
7.	Microwave	2	CESSP and DVC SA's Office
8.	Cooker	1	CESSP
9.	Coffee tables	2	CESSP
10.	Water Dispensers	2	CESSP
11.	Binder	1	CESSP
12.	Multipurpose Photocopier	1	DVC SA's Office
13.	Exhibition Stand	1	CESSP
14.	Desktop Computers	6	CESSP
15.	Laptops	3	CESSP
16.	Television Set	1	CESSP
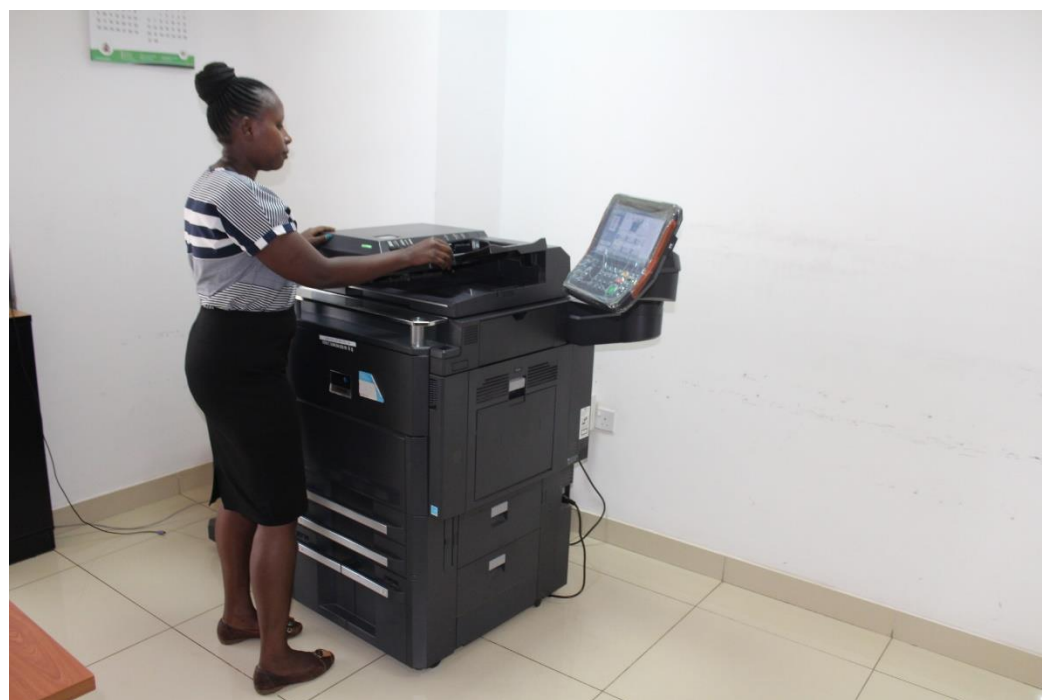
Staff in the DVC AA's Office use the multipurpose photocopier in use

7. HIGHLIGHTS OF ACCOMPLISHMENTS

This section provides highlights of notable accomplishments of the Division in the year. Although a number are attributable to sections and subsections, most of them are outputs of collective effort and also in partnership with other sections of the University. The most remarkable partner during year was ICTC. They provided the all invaluable technology and systems operational support. The accomplishments are listed below

7.1 RE-ORGANIZATION OF THE DIVISION

The changes in organizational structure were informed by five (5) factors:
   a) Incorporation of the functions of Student Affairs Division.
   b) Abolition of the cost sharing section
   c) Revamping of the ICT function
   d) Revamping of student record, data and Statistics
   e) Absorption of Quality Assurance

The changes resulted establishment of the following additional sections
   a) General student matters
   b) Academic affairs ICT
   c) Student Records. Data and Statistics
   d) Quality Assurance

This increased the number of sections from four (4) to seven (7). The other major change was the establishment of subsections under the subsections.

Organizational chart of Academic Affairs Division (Read together with 2.1)
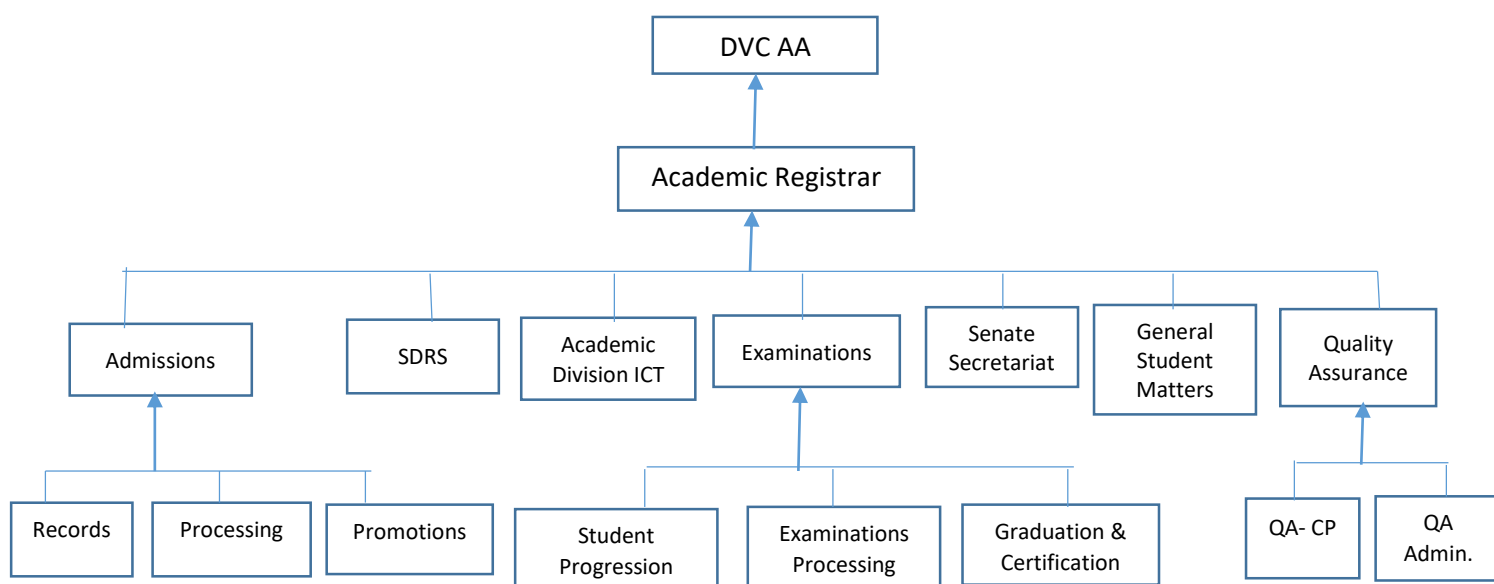
7.2 STAFF RE-DISTRIBUTION

The establishment of the additional sections and abolition of one (1) resulted in redistribution of staff. The first step was to identify heads of sub-sections as shown below:

SN	SECTION	SUBSECTION	TEAM LEADER	NAME
1.	Office of the DVC AA	None	Ms. Grace Mbunde	Prof. Julius Ogeng'o
				Ms. Joyce Daniel
				Ms. Esther Wahome
				Ms. Catherine Wambugu
				Mr Salvador Ogacho
				Mr. Moses Ndungu
				Ms. Ann Guandaru
				Ms. Sintween Mukongari
				Mr. Jesse Mwangi
				Mr. Aggrey Givai
				Mr. Kennedy Ashimala
2.	Academic Registrar's Office	None	Mr. Joseph Ouma	Mr. H.O.D Webuye
				Ms. Faith Mwangi
				Ms. Catherine Kelengwe
				Mr. Dedan G Mbugua
3.	Admissions	Admissions Processing	Manya Miriam O.	Ms. Kamunya Purity Wanjiku
				Ms. Njeru Mary Muthoni
		Promotion of Programmes	Mbuva Evanson Mwinzi	Ms. Abuuru Salome Kanini
				Ms. Mburugu Linda Kathure
				Ms. Munyao Karen Ndunge
		Admissions Records	Ms. Celestine Mayende	Ms. Mungai Pauline Wanjiku
				Mr. Oguda Ephraim
				Mr. Chokera Bruno Muchiri
				Ms. Mercyrose C. Koech
				Ms. Maureen S Mbevi
				Ms. Mwaniki Faith Njeri
				Ms. Catherine Kinyua
				Ms. Hellen Oduor
				Ms. Wanja Njauke
				Mr. Timothy Mwangi
				Mr. Gideon Nyangena
4.	Student Data, Records & Stats	None	Mr. Henry Otieno Odicoh	Ms. Nelly Wanjiku Kibera
				Mr. Stephen Murimi Mutugi
				Ms. Wendy Atieno Oburu
				Ms. Agnes W. Gathieri
				Ms. Valine Ameyo Odinda

SN	SECTION	SUBSECTION	TEAM LEADER	NAME
				Ms. Millicent A. Nyakwaka
5.	Examinations Centre	Examinations Processing	Mr. Peter Mbuthia	Ms. Lilian Mulee
				Ms. Beatrice Luvaha
				Ms. Dinah K. Nyagah
				Ms. Caroline Buluma
				Ms. Virginia Musembi
				Mr. Edward Muthangva
				Ms. Margaret M. Mogaka
				Ms. Marycela Mabeya
				Ms. Benedict Kyambi
				Mr. Pau Wanjiru
		Graduation & Certification	Dr. Esther B. Ogoro	Ms. Susan W. Mwangi
				Ms. Beatrice A. Omutere
				Ms. Roseline M. Ngela
				Ms. Nancy N. Wanyama
		Student Progression	Ms. Esther Wangui	Mr. Joshua Karani
				Ms. Sahra Duale
				Ms. Julie Kyalo
				Mr. Zachary Kanyi
6.	Quality Assurance	QA Administration	Mr. Michael Mwareri Wangai	Mr. Robert Kinyua Weru
				Ms. Dianrose Ivati
		Curriculum and Programmes	Doreen Nanyama Inyo	Ms. Caroline Kagongo
7.	Academic Division ICT	None	Ms. Caroline Chebet	Mr. Eliud Ayiro
				MS. Stacy J Rutto
				Mr. Paul M. Wanjiru
8.	Senate Secretariat	None	Ms. Purity Nguata	Ms. Susan Koskei
				Ms. Hellen Karanja
				Ms. Catherine W. Maina
				Ms. Florence Ruturi
				Ms. Mevuline Mulindi
9.	General Student Matters	None	Ms. Jane Kahora	Ms. Lorna Mose

Subsequently staff were redistributed based on their Qualifications skills and experience, and also to achieve equitability and ethnic balance.

7.3 REVAMPING OF STUDENT RECORDS STORAGE

To address the problem of poor generation and storage of student records, a subsection referred to as Admission Records was established to organize student files. To facilitate storage of the files, additional storage space was sought in the office of DVC; and room A29 in the basement of administration block. Further, the reorganization of records was re-energized. This effort resulted in opening of 7,756 student files by the end of 2020.

The records section storage room in UoN Towers 16th floor

Records staff working on Student Files in UoN Towers 16th floor

7.4 ESTABLISHMENT OF ADMINISTRATIVE ORGANS

7.4.1 Divisional Management Committee (DMC) was established to assist the DVC in the day to day running of the division. The DMC comprises the following

a) Deputy Vice Chancellor – **Chair**
b) Academic Registrar
c) Heads of Sections
d) Heads of subsections
e) Senior Administrative Assistant in the office of the DVC / **Secretary**
f) Senior Administrative assistant in the office of the Academic Registrar

A total of twelve (12) DMC meetings were held.

7.4.2 Expanded Divisional Management Committee (EDMC) was established to assist the DVC in the coordination of the mainstream sections in academic affairs Division; and the Auxiliary units. The EDMS comprised the following

a) DVC AA – Chairman
b) Heads of Sections
c) Director Graduate School
d) Director ODeL Campus
e) Director BCUC
f) Director CEPA
g) Dean of Students
h) SAA DVC'S office – Secretary

EDMC meetings were held to facilitate monitoring and evaluation of functions. A total of four (4) EDMC meeting were held through the year.

MANAGEMENT TEAM

DVC AA Prof. Julius Ogeng'o

Academic Registrar
Mr. Humphrey Webuye

HEADS OF SECTIONS

Mrs. Miriam Manya	*Mr. Peter Mbuthia*	*Mr. Michael Wangai*	*Ms. Purity Nguata*	*Mr. Henry Odicoh*	*Ms. Jane Kahora*	*Mr. Eliud Ayiro*
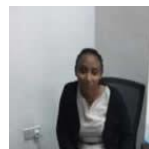
HEADS OF SUBSECTIONS

Mr. Evanson Mbuva	*Ms. Celestine Mayende*	*Ms. Esther Ogoro*	*Ms. Esther Wangui*	*Ms. Doreen Inyo*

SECRETARIAT

Ms. Grace Mbunde   *Mr. Joseph Oroni*

7.5 COORDINATION OF CURRICULUM DEVELOPMENT AND REVIEW

The Quality Assurance section coordinated the alignment of the following thirty (30) programmes with CUE standards and guidelines and processed them for Senate:

COLLEGE	UNIT	PROGRAMME NAME
CBPS	MATHEMATICS	1. BSc Actuarial Science 2. BSc Statistics
CHS	MEDICINE	3. Fellowship in Interventional Radiology 4. Fellowship in Neonatal Medicine
CHSS	IAGAS	5. PhD in Anthropology 6. PhD in Gender and Development Studies
CHSS	IDIS	7. Ordinary Diploma in International Studies 8. Ordinary Diploma in Strategic Studies 9. BA International Studies 10. PGD International Relations 11. PGD Strategic Studies 12. MA Diplomacy 13. MA International Studies 14. MA Strategic Studies
CBPS	SPS	15. BSc Microprocessor Technology and Instrumentation 16. BSc Astrophysics and Space Science
	NUCLEAR	17. MSc Nuclear Science
	CHEMISTRY	18. BSc Chemistry 19. BSc Analytical Chemistry 20. BSc Industrial Chemistry
CHSS	CTI	21. Ordinary Diploma in Community Interpreting (new)
CAE	ENGINEERING	22. BSc Mechanical Engineering
CHS	MEDICINE	23. Fell. In Pediatric and Adolescent Endocrinology (new)
CEES	EDUCATION	24. B.Ed. Physical Education and Sport Option
CBPS	COMPUTING & INFORMATICS	25. MSc in Computation Intelligence 26. MSc in Information Technology Management 27. MSc Distributed Computing Technology
CHSS	ARTS	28. Master Information Science
CAVS	FOOD SCI, NUT. &	29. BSc Food, Nutrition & Dietetics 30. BSc Food Science & Technology

7.6 SERVICING OF SENATE COMMITTEES AND SUB-COMMITTEES

Heads of sections and Sub-sections serviced the following Senate Committee and Deans Committee Subcommittees

SN	COMMITTEE	SECRETARY
1.	Review of appointment and promotion criteria for academic staff	Ms. Purity Nguata
2.	Pardon Advisory	Ms. Esther Wangui
3.	Online Teaching and Learning	Mr. Michael Wangai
4.	Review of Examination procedure	Mr. Evanson Mbuva
5.	Review of Fees	Ms. Doreen Inyo
6.	Programme Development	Ms. Dorine Inyo
7.	Guidelines for online students appeals	MS. Esther Wangui
8.	Time tabling and Scheduling	Ms. Purity Nguata
9.	Online Students Registration	Mrs. Miriam Manya
10.	1st year Orientation and Registration	Mrs. Miriam Manya
11.	Curriculum Reforms	Ms. Dorine Inyo
12.	Students training on online learning	Mrs. Grace Mbunde
13.	Guidelines for Appointment of Emeritus Professors	Mrs. Grace Mbunde
14.	Online UNSA Elections	Ms. Jane Kahora
15.	Online Graduation	Mrs. Grace Mbunde
16.	Appeals Disciplinary	Ms. Esther Wangui
17.	University Financial Health	
18.	Guidelines for Student Progression	Ms. Grace Mbunde

7.7 MANAGEMENT AND ADMINISTRATIVE FRAMEWORKS

The Division Championed, Coordinated and Processed the following Frameworks for Senate approval:

a) Students code of conduct 2020

b) Criteria for appointment and promotion of academic staff

c) Guidelines for appointment of emeritus professors

d) Guidelines for student progression

e) Guidelines for online thesis defense

f) Guidelines for online Examinations

g) Guidelines for online students appeal

h) Guidelines for online UNSA elections

i) Framework for pardon of expelled students

j) Guidelines for Online Election of Deans

These frameworks were subsequently approved, edited, circulated and implemented.

UNSA Chairman Mr. Eddie Mutua taking the oath of Office at the Great Court University of Nairobi

7.8 STRUCTURED RESUMPTION OF FACE – FACE LEARNING

The Division developed implementation framework and roadmap for; and coordinated successful resumption of Face to Face learning. The following key areas were covered.

a) Curriculum design and scheduling
b) Preparation of Infrastructure and Facilities to comply with COVID-19 containment Protocol; and Guidelines
c) Teaching rooms and Laboratory
d) Staff and student sensitization
e) Student reporting and Registration
f) Training for online learning

This entailed reorganization of semester schedules to provide for phased resumption.

Appropriate reports were submitted to MOEST and commission for University Education

University of Nairobi School of Pharmacy Students prepare for a practical session at the KNH Campus. The School emphasized strict adherence to Ministry of Health Guidelines on Covid 19 containment measures.

7.9 COORDINATION OF VIRTUAL GRADUATION

The Division coordinated the framework, procedure and activities that facilitated successful online 63rd and 64th graduations. The exercise comprised the following:

a) Restricting the number of participants by prohibiting attendance by graduands

b) Implementing the COVID-19 prevention protocols

c) Preparing Great Court as the venue that provided open space

d) Prior recording of the Deans' Presentation of Graduands

e) Minimizing the Chancellors fanfare and Entertainment

f) Projecting and live streaming the presentations and entire process

g) Enhancing efficiency to reduce the time

The 63th UoN Graduation was the first virtual Graduation held by the University

7.10 ELECTRONIC PRESERVATION OF CONSOLIDATED MARK SHEETS

Developed and implemented procedures for collation, organization, consolidation and e-reposition of consolidated mark sheets for 2009- 2020. The process involved mobilizing and training administrators to retrieve, scan and cause signing of the Mark Sheets and submission of soft copies. This exercise resulted in organization and preservation of complete Mark Sheets from the following thirteen (13) Faculties/ Schools/ Institutes/ Centres:

1. Translation and Interpretation
2. Biotechnology and Bioinformatics
3. Climate Change and Adaptation
4. Nuclear Science and Technology
5. Journalism
6. Engineering
7. Veterinary Medicine
8. Public Health
9. Art and Design
10. Wangari Mathai Institute for Peace and Environmental Studies
11. African Women's Studies
12. Advanced Studies in Environmental Law and Policy
13. University of Nairobi Institute of Tropical and Infectious Diseases

Electronic preservation of records

7.11 DIGITIZATION OF RECORDS OF DISMISSED STUDENTS

Files of students dismissed by expulsion for examination misconduct or discontinuation for gross academic underperformance were consolidated, summaries made and whole files scanned to facilitate digitization and electronic storage. A total of 1,948 files were digitized and re-posited, and the process institutionalized.

Digitizing of dismissed student records

Staff accessing records virtually

7.12   ENHANCED COMMUNICATION

7.12.1 The Division Institutionalized bi-monthly newsletters prepared by Mr. Salvador Ogacho and edited by Prof. Julius Ogeng'o as a way of keeping record and communicating salient occurrences in the University, which are spearheaded by the division. Six editions were published in the year.
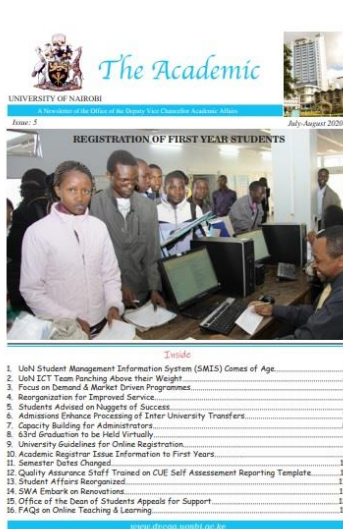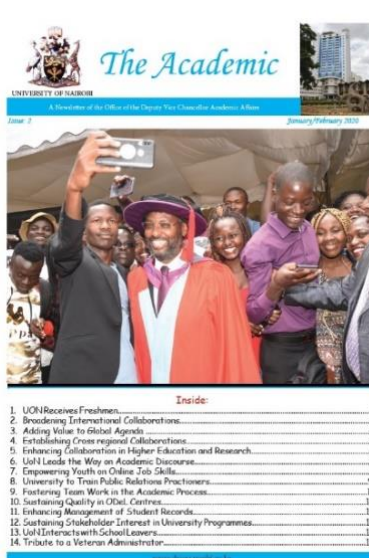
7.12.2 Further during the year the DVC's office prepared and published a handbook on activities of Academic Process, including a campus tour. The Academic Affairs Division Handbook of academic process was designed to assist managers of academic units comprehend their roles and responsibilities and achieve critical level of knowledge about the processes which they are called upon to undertake on a continual basis.

UNIVERSITY OF NAIROBI

ACADEMIC AFFAIRS DIVISION

HANDBOOK OF ACADEMIC PROCESS

©University of Nairobi September, 2020
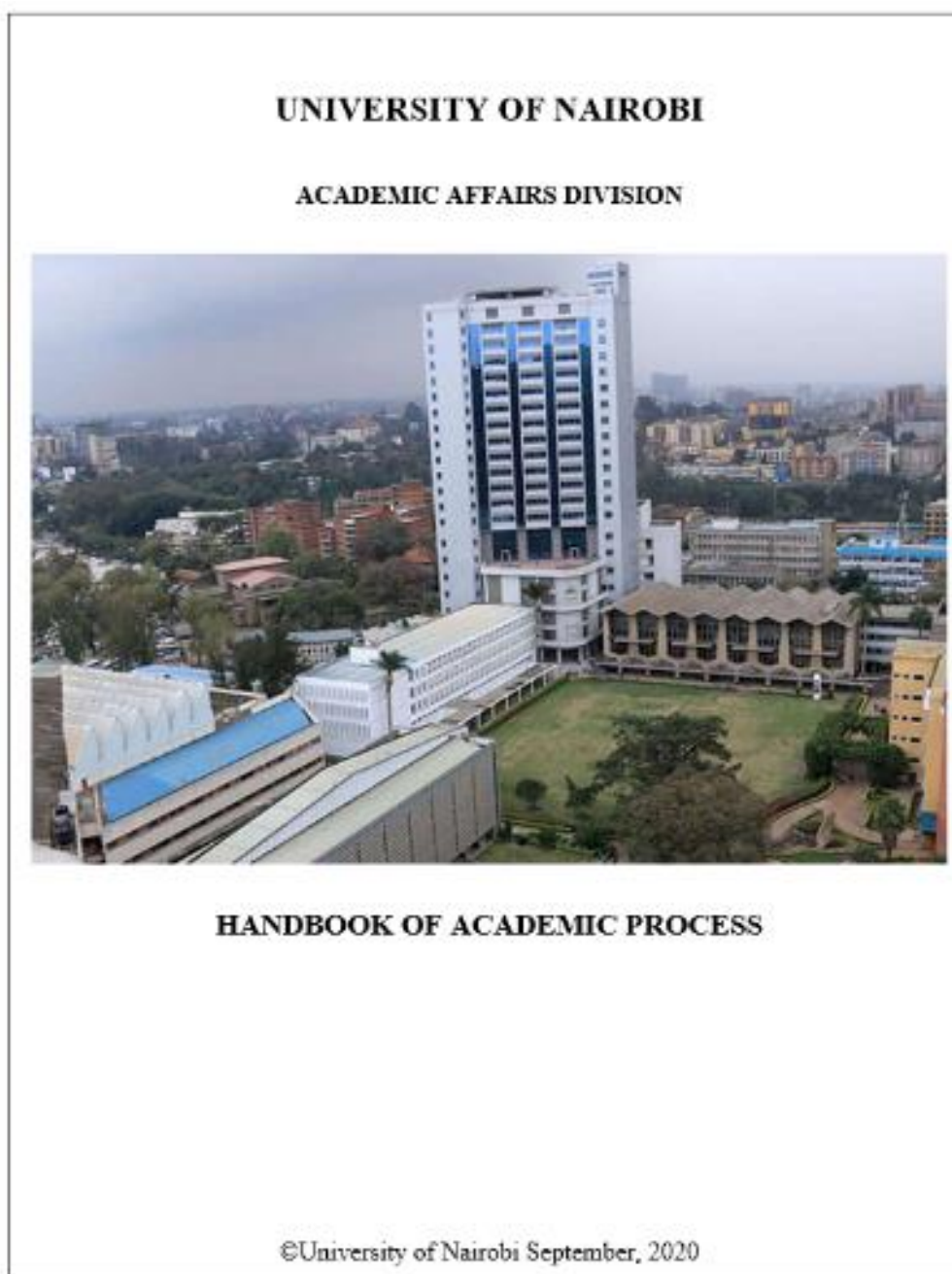
7.13   CONSOLIDATION OF STUDENT AND STAFF CONVOCATION

The Division, as part of the UoN @ 50 celebrations consolidate student and staff convocation. This was officially launched by the chancellor on 10th December 2020.

The Chancellor Dr. Vijoo Rattansi unveiling the graduate convocation during the UoN @50 celebrations looking on is the Chairperson of Council Prof. Julia Ojiambo (left), Vice Chancellor Prof. Stephen Kiama and the DVC Academic Affairs Prof. Julius Ogeng'o (right)

a) Staff Convocation

SN	COLLEGE	NO. OF STAFF
1.	College of Agriculture & Veterinary Sciences	703
2.	College of Architecture & Engineering	811
3.	Collage of Biological & Physical Sciences	691
4.	College of Education & External Studies	277
5.	College of Health Sciences	850
6.	College of Humanities & Social Sciences	1704
	TOTAL	**5,036**

b) Students Convocation

SN	PERIOD	NO. OF GRADUATES
1.	1961-1969	1565
2.	1970 – 1980	7,967
3.	1981 – 1990	16,559
4.	1991 – 2000	27,275
5.	2001 – 2010	65,075
6.	2011 - 2020	124,114
	TOTAL	**242,555**

7.14   COORDINATION OF UON @ 50 CELEBRATIONS

Academic Affairs Division coordinated the UoN @ 50 celebrations which were held on 10th December. Specific activities attributed to the division included the following:

a)   Viewing of Photo Gallery

The Chancellor Dr. Vijoo Rattansi, Chairperson of Council Prof. Julia Ojiambo and the VC Prof. Stephen Kiama view the photo exhibition during the UoN @50 celebrations

b)   Consolidation of the Achievers Roll, preparation and issuance of Certificates

The Chancellor Dr. Vijoo Rattansi Unveils the UoN@50 Plaque at the University Foyer entrance, looking on is the Chairperson of Council Prof. Julia Ojiambo and the Vice Chancellor Prof. Stephen Kiama

OUTSTANDING ACHIEVERS

COLLEGE OF AGRICULTURE & VETERINARY SCIENCES

 Prof. Wangari Maathai (Posthumous) Pioneer environmental conservationist.	 Prof. Stephen G. Kiama (in service) Outstanding service in resource mobilization for research and infrastructure for teaching and learning.
 Prof. Agnes W. Mwang'ombe (in service) Exemplary fund raising and research infrastructure development.	Prof. Paul M. Kimani (in service) Leadership in breeding of new beans varieties.
 Prof. Christopher N. Karue (Retired) Exemplary fund raising and research infrastructure development.	

COLLEGE OF ARCHITECTURE & ENGINEERING

Prof. Francis Gichaga (in service)
The Pioneer of Academic
Curriculum Model (Module II)

Prof. Chrispus Kiamba (in service)
Outstanding Promoter of Good
Governance in University Education.

Prof. Michael Gitari (In service)
Outstanding Contributor to Scholarship
through International Linkages

Prof. George Odera Rading
Outstanding Scholar in Research
collaboration and resource mobilization

COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES

Prof. Shem Wandiga (Retired)
Distinguished leadership in policy on
university governance and founder of the
Institute for Climate Change and
Adaptation

Prof. Eric O. Odada (in service)
Distinguished service to the African
Scientific Community on Global
Environmental Change Research and
Capacity Building
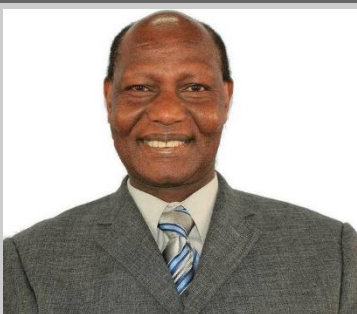
Prof. Richard Mibey (in service)
Exemplary service in promotion of access
to university education.

Prof. John O. Kokwaro (posthumous)
Exemplary taxonomist responsible for
establishment of the University of
Nairobi Herbarium.
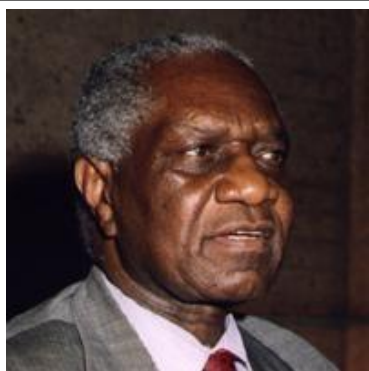
Prof. Thomas Odhiambo (Posthumous)
Visionary leader in scientific
institutional development in Insect
Science in Africa

COLLEGE OF EDUCATION & EXTERNAL STUDIES

Prof. Gerald Kimani (in service)
Transformative leader in teacher
education.

Prof. Patrick O.O. Digolo (in service)
A pioneer in Pedagogical training and
institutional mentorship.

Prof. Lucy Kibera (in service)
An outstanding educationist and staff
mentor.

Prof. Hellen Inyega (In service)
Outstanding resource mobilizer and
champion of curriculum innovation.

COLLEGE OF HEALTH SCIENCE

Prof. Julia Ojiambo (Retired)
Distinguished and
Transformative Academic
Leader to the University and
the Nation
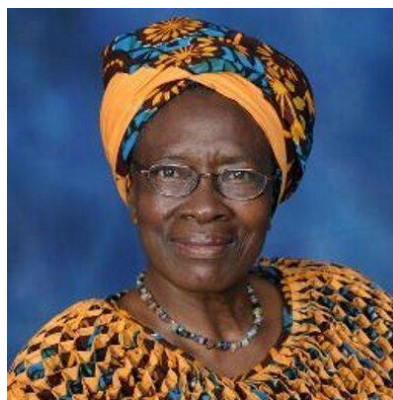
Prof. Miriam Khamadi Were (Retired)
Outstanding Champion in establishment
of Public Health Programs in the
University and the Country

Dr. Joyce O. Musandu (Posthumous)
Renowned for setting a strong
foundation for institutionalization of the
Nursing profession in Kenya and
beyond.

Prof. Walter G. Jaoko (In service)
Championed the establishment of the
internationally recognized KAVI-
Clinical Research Institute

COLLEGE OF HUMANITIES & SOCIAL SCIENCES

Prof. Duncan Okoth-Okombo (Posthumous)
Pioneer of Inclusivity through introduction of
Kenya Sign Language in The Constitution of
Kenya, 2010.

Prof. Michael Ndurumo (in service)
Breaker of glass ceilings in the
Transformation of special needs education on
the African Continent.

Prof. Dorothy McCormick (retired)
Outstanding contribution to resource
mobilization for emerging scholars and
practitioners in development research.

Prof. Maria Nzomo (In service)
Gender Champion through Women's Rights
Awareness and National Policy Action.

CENTRAL ADMINISTRATION

Mr. Bernard M. Waweru (Posthumous)
Outstanding and dedicated service to the
Joint Admission Board (forerunner to
KUCCPS) and the University Senate.

Mr. Brian Ouma (in service)
Outstanding skills capacity in resource
mobilization for capital projects.

Mrs. Jacinta Were (retired)
Outstanding contribution to the expansion,
modernization and digitization of University
Library services.

Prof. Christopher M. Gakuu
Pioneer in development of the philosophy
and practice of open, distance and e-
learning mode of delivery

Prof. Elijah Omwenga (In service)
Developer of the first local Learning
Management System called WEDUSOFT

c) Organization of the generational academic procession in five (5) cohorts as shown:

SN	PERIOD	PARTICIPANTS
1.	1970 – 1980	Dr. Frank Njenga Bachelor of Medicine & Bachelor of Surgery 1975 Prof. Eunice Wanjiru Mutitu B.Sc. Agriculture 1973 Dr. Paul Mungai Mbugua Pharm 1978 Prof. David Nguatha Munga BA Geo 1976 Dr. Teresia Wakesho Kazungu BEd. Arts 1978
2.	1981 – 1990	Prof. Julius Ogeng'o Intercalated BSc. 1986 Prof. Samson Okuro Gunga BEd. Arts 1985 Prof. Jayne Mutiga BA 1986 Prof. Daniel Waweru Gakuya BVM 1989
3.	1991 – 2000	Dr. Hannah Chaga Mwaliwa – Lecturer Kiswahili Depart 1997 Dr. Caroline Chepkoech Kiptoo 1999: B.Sc. (Computer Science) Dr. Andrew Kyalo Mutuku 1997 BSc Prof. Rayya Timammy MA 1990 Prof. Charles Owuor Olungah Anthro.1996 Dr. Carolyne Odula-Obonyo 1996 (UHS) Ms. Janet Nyabinge BA Anthropology 1995
4.	2001 – 2010	Dr. Jared Ongaro Maths 2007 Mr. Noel Manyenze BEd. 2008 Dr.Maugo Brian Maugo 2006 Ms. Rachael E. N. Njogu BSc 2008 Ms. Stacey Philomena Mwamburi BCom 2006 Mr. David Karibe BSc Physics
5.	2011 - 2020	Dr .Irene Nyamoita Osoro BVM 2017 (Chief Technologist) Mr. Lisiolo Muluhya Amon BCom. 2016 Dr. John Oluoch Project Planning 2020 Dr. Murage Njagagua 2019

The Procession by graduates from different sessions from 1970 - 2020

d) Coordination of the programme

PROGRAMME

TIME	ACTIVITY
1.00 P.M	Arrival, Registration of guests & audience engagement
1.30 P.M	Tour by Guest of Honour: Viewing of Exhibitions, unveiling the plaque & tree planting
2.00 P.M	Robing of Guests
2.30 P.M	Academic Procession
2.40 P.M	Anthems (3)
2.45 P.M	Prayers
2.50 P.M	Entertainment
3.10 P.M	Introduction & recognition of the guests
3.15 P.M	Speeches
	Welcome Remarks
	Alumni Remarks (5 Generations)
	Stakeholders Remarks
	Vice Chancellor's Remarks
	Chairperson of UoN Council Remarks
	Chancellor's Remarks
	Remarks from Government
	Guest of Honour Remarks
4.15 P.M	Recognition & Awards
4.45 P.M	Launch of Convocation & Fanfare
4.50 P.M	Cake cutting
4.55 P.M	Vote of thanks
5.00 P.M	Anthem
5.05 P.M	Photo session
5.15 P.M	Refreshments
5.30 P.M	Departure

DVC AA Prof. Julius Ogeng'o coordinating the UoN@50 Celebrations programme

7.15 VIRTUALIZATION OF TEACHING AND LEARNING

The Division partnered with and Coordinated ICTC, ODeL Campus and CEPA to develop and deliver training curriculum for staff and students on the use of online platforms and tools in teaching and learning. The training and retraining resulted in over 70% uptake. Details are provided below

SN	ACTIVITY	ACTIONS
1.	Curriculum Development and Review	Online meetings of PDC and e-mail communication
2.	Application	Enhanced online application portal
3.	Admissions	Online processing, Transmittal and Approval of admissions.
4.	Registration	Development and utilization of online Registration system
5.	Teaching and learning	Use of LMS, Google meet, e-class; Microsoft Teams, zoom
6.	Examination	On-line examination platform and tools such as SOMAS. Google meet, e-class, online Proctoring
7.	Graduation	Implementation of virtual graduation
8.	Certification	Creation of platform for online application for Certificates and Transcripts

Students attending an online class

7.16   ANALYSIS OF FAILURE TO REGISTER AMONG 1ST YEARS

The Office of the DVC in collaboration with administrators of Faculties undertook survey by calling students who had not reported and enquiring why they did not report. From a sample of 977 students, the following causes were established in this order.

SN	CAUSE	FREQUENCY/NO. OF REPONSES (%)
1.	Incomplete submission	295 (30)
2.	Financial constraints related to COVID Pandemic	248 (25)
3.	Registration challenges	115 (12)
4.	Deferments	101 (10)
5.	Awaiting Scholarships	79 (8)
6.	Change of institution/Outward Transfers	71 (7)
7.	Connectivity challenges	48 (5)
8.	Multiple reasons	27 (3)
	TOTAL	**977 (100)**

Those who needed assistance were facilitated and joined. Over 100 of them deferred admission.

Students' registration and reporting in November for physical resumption of learning

7.17 ENHANCED CONNECTEDNESS WITH ACADEMIC UNITS

7.17.1 The DVC institutionalized a practice of bi-weekly consultative meetings between administrators of Faculties/ Schools. Institutions/ Centres; and the Section heads in the division; ICTC and Student Finance. These meetings ensured sufficient monitoring and evaluation of key activities of the academic process

   a) Programme promotion

   b) Admissions Processing

   c) SMIS and Biometric Registration

   d) Student records: Nominal rolls and consolidated Mark Sheets

The meeting comprised the following: DVC AA – Chairman; Academic Registrar; ICT; Heads of Sections; Faculties/Schools/Institutes/Centres Administrators; Student Finance Office; and Senior Administrative Assistant (Office of the DVC). A total of sixteen (16) meetings were held through the year

7.17.2 The meetings also provided an opportunity for capacity building comprising sensitization on Policies, Guidelines and Procedures in academic process; and procedures in academic process and basic skill in administration.

7.17.3 Along the way, a survey done among the administrators revealed that they had benefited from the interaction. The recommendations from the survey were subsequently implemented.

DVC AA pose for a photo with Faculty/School Administrators after a consultative meeting

7.18   EFEECTIVE IMPLEMENTATION OF THE MARKETING PLAN

7.18.1 Developed and implemented an effective marketing plan comprising the following main strategies:

    a) Digital advertising and social media engagement

    b) Enhanced use of the Website

    c) Enhanced use of electronic media- TV and Radio

    d) Robust use of email communication

    e) Increased frequency of online presence of the University

7.18.2 Admission Section and Marketing subunit participated in the Nation media Group and Standard Media Expo at KICC on 17th January, 2020 and 24th January 2020 respectively.

7.18.3 These activities resulted in enhanced application and admission of self-sponsored students in spite of the COVID-19 Pandemic

SN	COLLEGE	NO. OF APPLICANTS
1.	CAVS	371
2.	CAE	1018
3.	CBPS	766
4.	CEES	325
5.	CHS	2502
6.	CHSS	5479
7.	ODEL	2493
	TOTAL	**12,954**
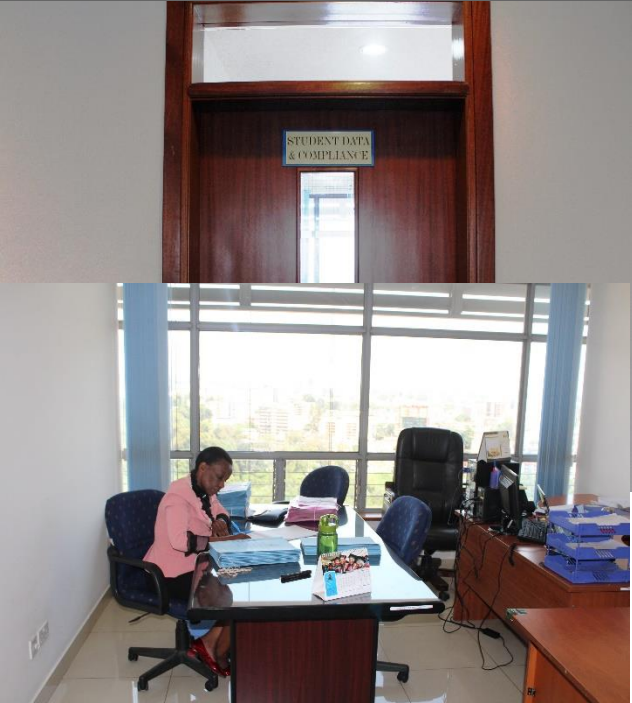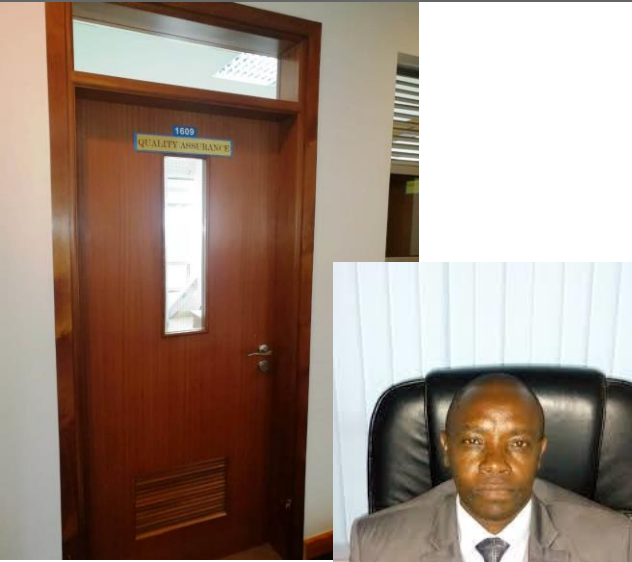
Nursing Brochure for the September 2020 Intake

7.19 REORGANIZATION OF DEPUTY VICE CHANCELLOR'S OFFICE

The office of Deputy Vice Chancellor was reorganized into the following (4) sub-units in order to increase accountability, efficiency and effectiveness.

Administration & Information	Student Data & Records
Marketing & Promotion	Quality Assurance

Each of these units was assigned specific functions. The officers in charge would liaise with the other units to ensure sufficient connectedness.

7.20 CHAMPIONING E-LEARNING: OVERCOMING RESISTANCE

The DVC sustained pressure on Faculties / Schools/Institutes/Centres and Departments to adopt and implement on-line Teaching and Learning through the following mechanisms:

a) Repeated consultative meetings with members of Faculty/School academic Boards

b) Repeated staff and student training on use of online platforms

c) Training and sensitization on the values of virtual learning.

d) Publication survey Results of staff and student endorsement
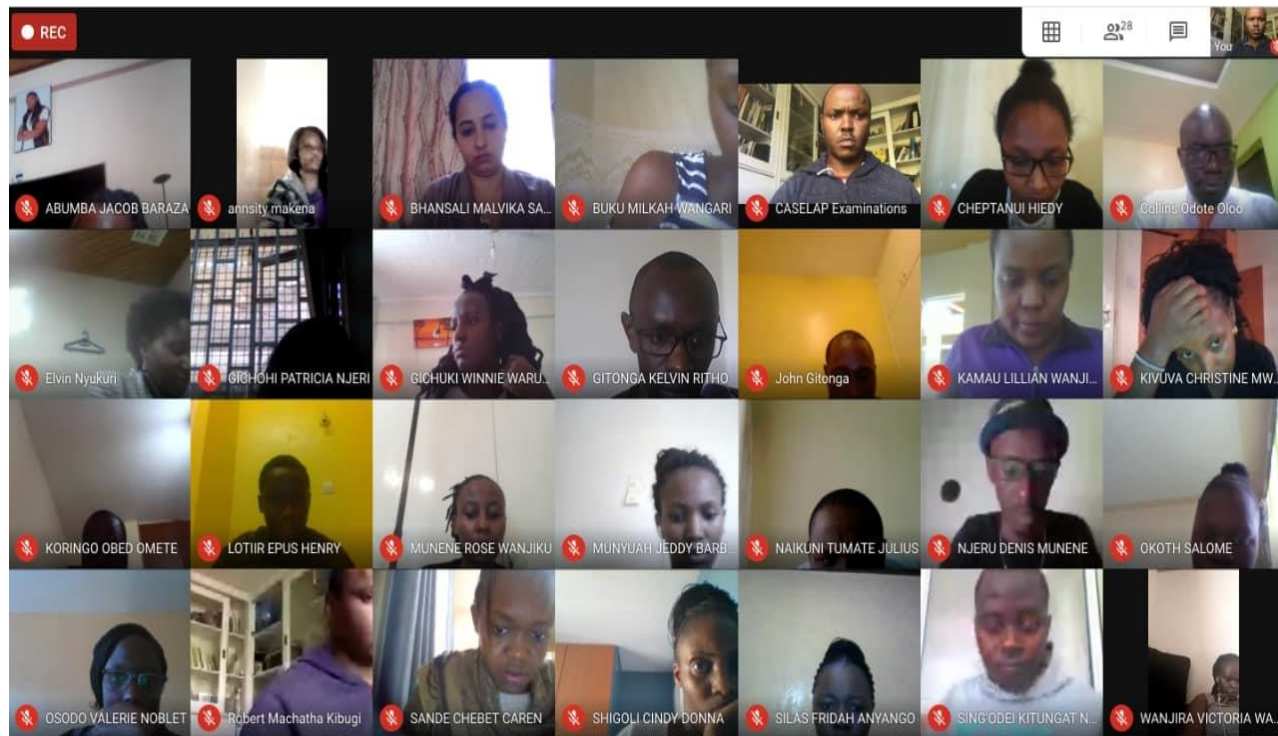
A virtual class in session at the University of Nairobi- Leading the way in adoption of Online Learning

7.21   RESPONSE TO COVID-19

The division prepared and submitted to MOEST; and Commission of University Education (CUE) reports on the following:

a) Impact of COVID-19 on University Education in Kenya

b) Preparedness   for resumption of Learning / Reopening of Face- Face Learning for the 2020/2021 academic Year

During the preparation of the reports, the DVC was able to assess, firsthand the level of compliance of the facilities with COVID-19 containment and prevention guidelines and protocols; and also to profile how to enhance the measures in preparation for resumption of in person Teaching and Learning.

DVC AA Prof. Julius Ogeng'o receiving a donation from UON Alumni Association for handwashing stations

7.22 CERTIFYING SENATE APPROVED CURRICULA

Commenced implementation of University Regulations, 2014 part VII, Section 52(5) by preparing "Certificate of approval" for each curriculum approval by Senate after the input of Senate has been incorporated and document edited.

The curriculum and certificate of approval would then be re-posited as a complete record of Senate. A sample of the certificate is shown below

UNIVERSITY OF NAIROBI

CERTIFICATE OF APPROVAL FOR REGULATIONS AND SYLLABI
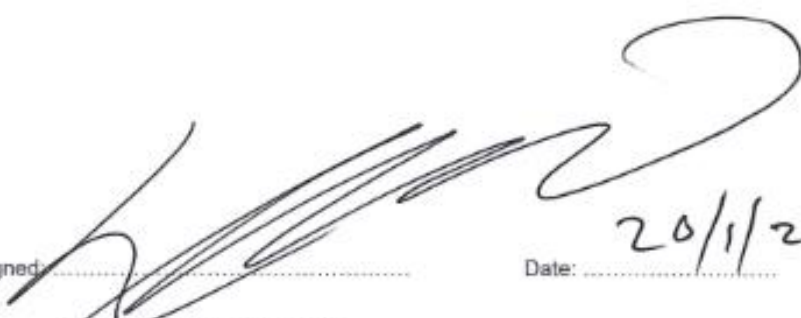
This is to certify that Regulations and Syllabus for the programme named below in the respective Faculty and Department, having undergone all the internal processes and pursuant to Universities Regulations, 2014, **Part VII, Section 52 (5)** and the University of Nairobi Statutes, 2013; was approved by the University of Nairobi Senate, on this **19th** day of **January 2022**.

NAME OF PROGRAMME: **REVISED V604-MASTER OF DENTAL SURGERY IN PERIODONTOLOGY**

FACULTY: **HEALTH SCIENCES**

DEPARTMENT: **DENTAL SCIENCES**

The Regulations and Syllabus for the programme are hereby, approved for admission into the order and official records of the University of Nairobi programmes.

Signed..   Date: ....20/1/22..............

PROF S.G. KIAMA, PhD
VICE-CHANCELLOR

7.23 ENHANCED FOCUS ON PERFORMANCE TARGETS

The Division reactivated the practice of clearly defining the functions, procedures Job Descriptions and Work Instructions. Each member of staff, with the assistance of their supervisors developed and signed Job Descriptions.

Heads of sections developed Work Instructions that were aligned to the Functions and Procedures of the subsection. Subsequently staff were sensitized on those work instructions to increase the sense of ownership.

The DVC AA Prof. Julius Ogeng'o signing the Section PC with the Head of Senate Secretariat Ms. Purity Nguata

The DVC AA Prof. Julius Ogeng'o signing the Section PC with Head of Student Data, Records and Statistics Mr. Henry Odicoh

7.24 ENHANCING COLLEGIALITY: STAFF ASSEMBLY

The division held the first staff assembly on 28th October 2020, which the DVC and the Academic Registrar articulated to all staff the strategic Direction, and especially the following:

a) The strategic Direction of the University

b) Working effectively in the face of COVID-19 pandemic

c) Forging effective Teamwork to deliver on the mandate

d) The University reforms

The DVC Prof. Julius Ogeng'o addressing staff

7.25   RE- ENGINEERED STUDENTS DISCIPLINARY APPEALS

The Division implemented the Student Code of Conduct, 2020; and undertook the following new initiatives:

a) Developed and implemented guidelines for virtual appeals

b) Established standing committee for two (2) years, which would then hold meetings regularly.

c) Submission of semi-annual reports to Senate

d) Referral of readmitted students to the support Departments.

e) Cleared the backlog of cases

f) Restructured the profiling of appellants

g)   Commenced Digitization of student files
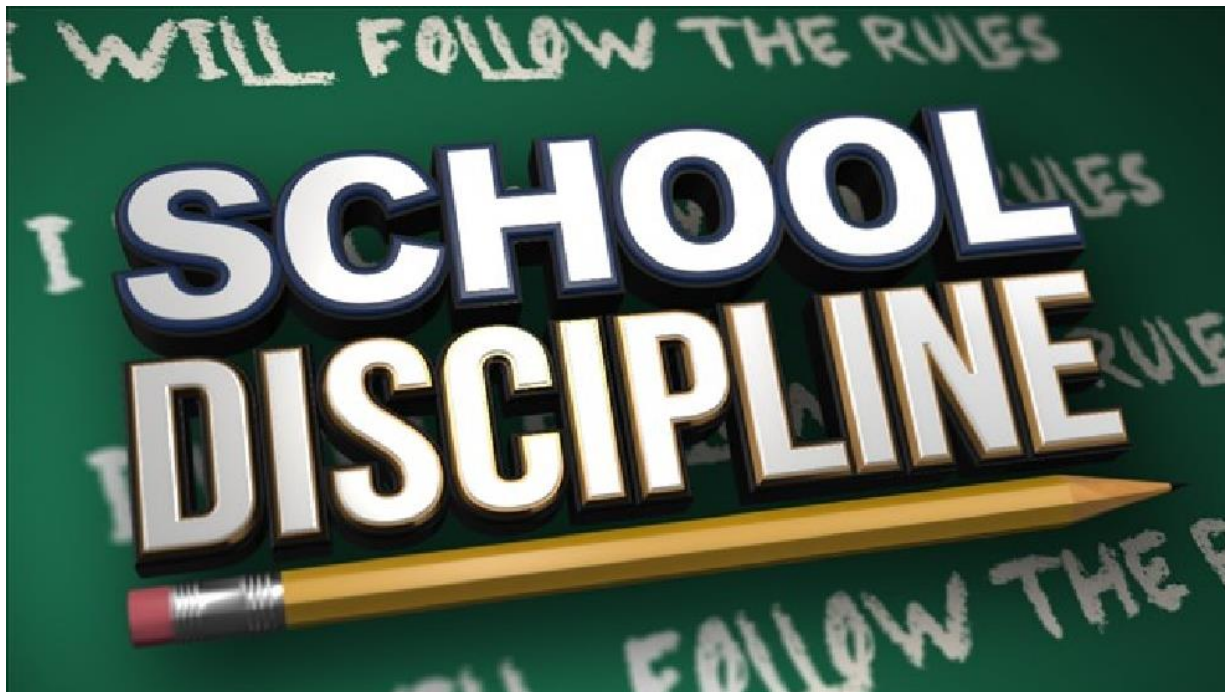
Student Disciplinary Appeal went virtual

7.26 ADMINISTRATIVE PROCEDURE FOR HANDLING PARDON CASES

Subsequently to approval of the novel Framework for pardoning of expelled Students; the division developed and implemented procedure and work Instructions for handling the request for pardon. During the period 29 requests for pardon were successfully processed. The procedure comprises the following:

1. Liaison with Chairman of Pardon Committee
2. The Assistant Registrar shall open an email dedicated to pardon cases
3. Receipt or retrieval of requests for pardon
4. Communication with PAC; and student petitioners to provide requisite information in the prescribed format
5. Profile and appropriately direct the petitions to PAC, SADC
6. Coordinate PAC meetings
7. Seeking approval of PAC recommendations by the Vice Chancellor
8. Notification of the petitioners about the verdict
9. Recording and follow-up
10. Reporting to Senate

Procedure on student pardon implemented

7.27 MENTORSHIP OF HIGH SCHOOLS

The Division carried out academic career mentorship for the following schools.

SN	SCHOOL NAME	NUMBER OF STUDENTS	DATE OF VISIT
1.	Starehe Girls High School, Nairobi	86 Students	31st January 2020
2	Chugu Boys High School, Meru	45 Students	5th February 2020
3	Kwale High School	49 Students	10th February 2020
4	Gatuura Secondary School	52 Students	19th February 2020

During KUCCPS virtual girls mentorship on STEM programmes. Academic Division mentored Girls from 28 schools

St. Andrew's Tarabet Students visited the University of Nairobi for Career talk

7.28 PROMOTION OF PROGRAMMES INTERNATIONALLY

Various Mechanisms were deployed to reach nine (9) Strategic International markets:

SN	INTERNATIONAL MARKET	MECHANISM
1.	West Africa- Liberia; Cameroon; Ghana; Nigeria; Sierra Leon; Togo; Benin; Gambia	**International Students** Place Google Ads in selected international websites
2.	Asia- India; China	Social media marketing in selected international regions
3.	Eastern African Region- Tanzania; Uganda; Rwanda; Burundi; South Sudan; Ethiopia	Promotional brochure for international market
4.	Southern Africa- Zimbabwe; Zambia; Namibia; Swaziland	Share UoN programmes information to Kenyan Diplomatic Missions abroad through regular communication on email

Digital marketing was exclusively deployed to reach strategic International markets

7.29 GRADUATE EXIT SURVEY, 2020

The Division undertook s graduate exit survey in respect of the 63rd and 64th Graduation as shown below:

S/NO.	FACULTY/SCH/ INST/CENTRE	NUMBER OF GRADUATES
1.	Engineering	70
2.	Agriculture	50
3.	Physical Sciences	70
4.	Education	57
5.	Medicine	36
6.	Arts	176
7.	Business	140
8.	Economics	58
9.	Law	44
TOTAL		701

Graduate Exit survey is an important part of building strong Alumni networks
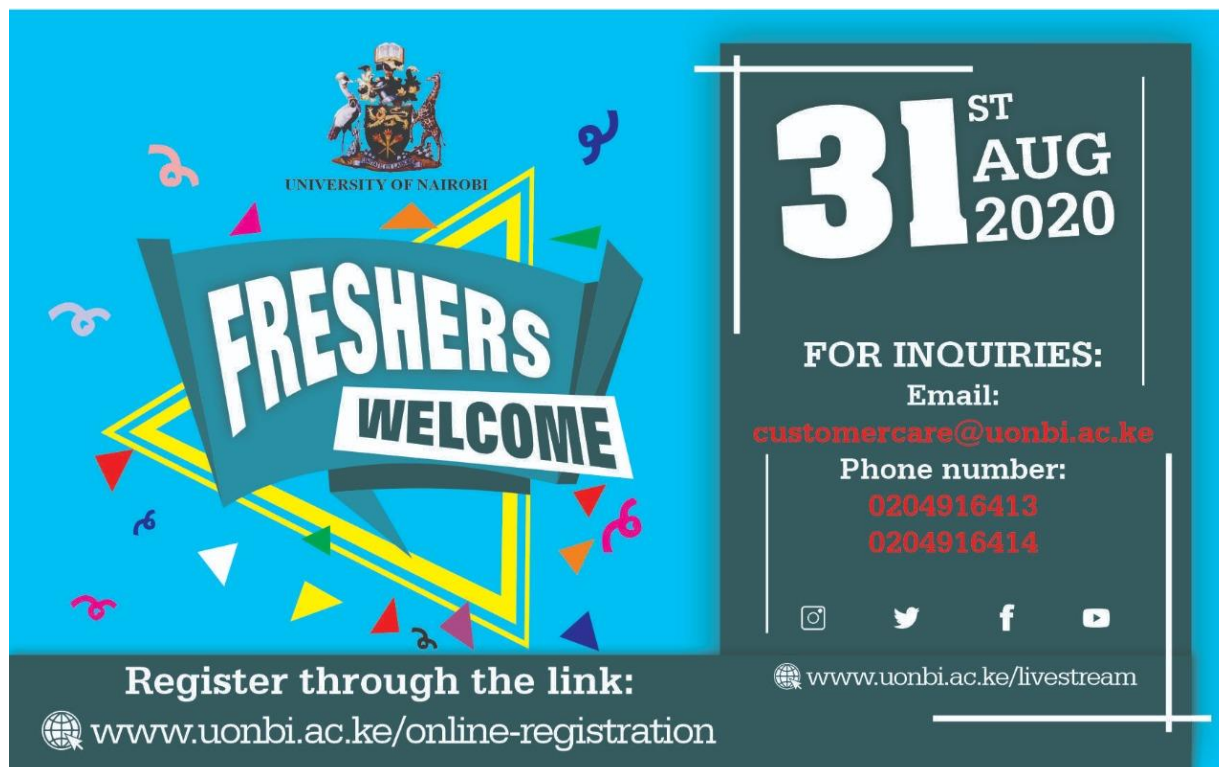
7.30   TRAINING AND SENSITIZATION FOR FACULTY AND STAFF

The Division undertook the following training/ Sensitization for teaching and non-teaching staff.

SN	DATE	CADRE OF STAFF	SUBJECT
1.	May 4, 2020	Administrative	Online Educational Resources as a response to COVID-19 crisis
2.	May 11, 2020	Academic Staff (CHS)	Case for Online Clinical Teaching of Health Professionals
3.	May 13, 2020	Faculty of Veterinary Medicine Academic Leaders.	Online Teaching of Veterinary Medicine
4.	May 19 – 21 , 2020	Staff Sensitization	Examination Policies, Guidelines and Procedures
5.	May 27, 2020	Academic and administrative	Academic Integrity
6.	May 29, 2020	Academic Staff (SOB)	Uptake of online Teaching and examination
7.	June 4,2020	Faculty/School Administrators	Student SMIS Registration
8.	June 8, 2020	Academic Staff (SOB)	Uptake of online Teaching and examination
9.	June 13, 2020	CHS committee on mainstreaming online clinical teaching	Uptake of Online Clinical Teaching
10.	June 18, 2020	Administrative	Role Of Administrative Staff In Academic Process
11.	June 18, 2020	Administrative	Capacity Enhancement
12.	July, 2020	Academic Staff (SPS, SBS)	Uptake of online Teaching and Examination: Regulations Policies and Guidelines.
13.	July 10, 2020	Teaching staff (SOE)	Uptake of Online Teaching and Examination for Education
14.	July 14, 2020	Expanded CAE CMS	Uptake of Online Teaching and Examination for Engineering and Architecture professionals
15.	July 30, 2020	School Academic Board members (SBE)	Online Examinations: Regulations, Policies and Guidelines
16.	7th Sep 2020	Academic Staff	Online Sensitization Programme
	7th – 18th Sep 2020	Deans and Directors Chairmen of Departments	Training Towards Online Classes 2020
17.	7th – 18th Sep 2020	College Registrars	Training Towards Online Classes 2020

7.31 VIRTUAL INAUGURAL ADDRESS TO FIRST STUDENTS

The Division coordinated an effective virtual address to 1st year students by the Deputy Vice Chancellor and the Academic Registrar on 31st August 2020, live streamed from the council Chambers on the 19th floor of the University towers. Over 1500 students attended the address.

Orientation and Reporting virtually for the 2020/2021 Academic Year


DVC AA Prof. Julius Ogeng'o addressing students

7.32   COORDINATING CONFERMENT OF HONORARY DEGREES

The Division effectively coordinated all the activities leading to successful conferment of Honorary Doctorate Degrees upon two eminent scholar during the 63rd congregation held on 25th September, 2020.

Prof. Julia Ojiambo – D.Sc (hc)

The Chairperson of Council Prof. Julia Ojiambo receiving her honorary degree from the Chancellor Dr. Vijoo Rattansi
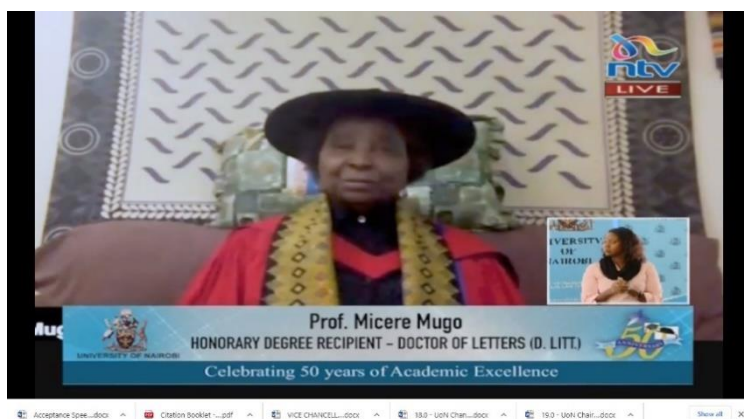
Prof. Micere Mugo – D. Litt (hc)

Prof. Micere Mugo giving her acceptance speech virtually
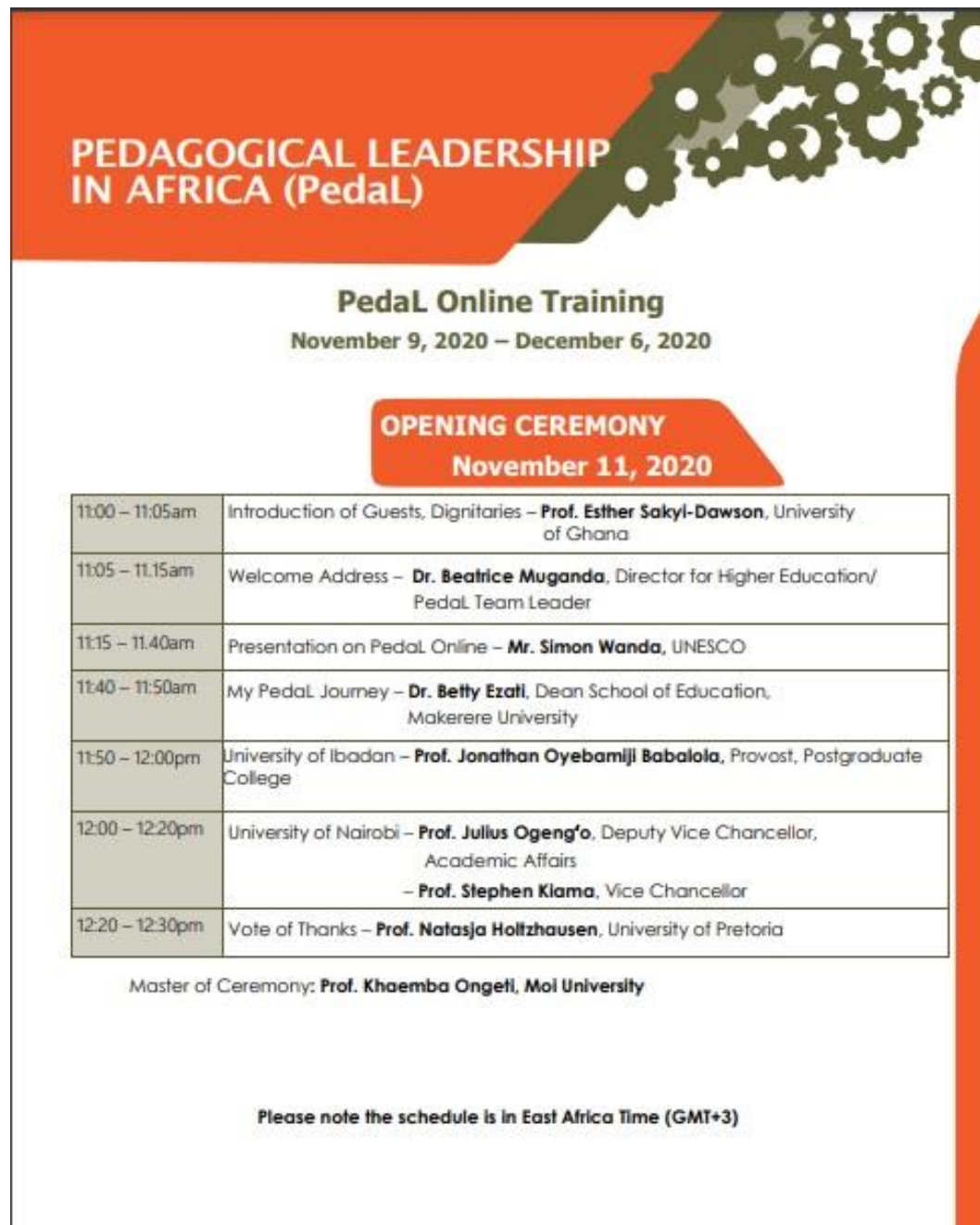
This process, prescribed in Statute XXVI entailed processing the proposed for Senate, Publication collating citation and facilitating the virtual conferment procedure.

There were several unique feature about this process:

a)   It was done within two (2) weeks to the Graduation day

b)   Both conferees had been eminent scholars at the University

c)   One of them was done virtually

d)   The conferees were both female

e)   There had been a lag period of over four (4) years since the last award

7.33   PEDAGOGY TRAINING FOR FACULTY: TRANSFORMATIVE PEDAGOGY

The Division, through Centre for Pedagogy & Andragogy (CEPA); in partnership with Partnership for Pedagogical Leadership in Africa (PEDAL); and Partnership for African Social and Governance (PASGR) undertook training in pedagogy and andragogy with special reference to Online Teaching and Learning. The training covered- Course Design, Facilitation and Assessment. Two (2) trainings were held in May and November 2021. A total of 170 members of staff completed the training.

PedaL Opening Ceremony programme

8. SUB-SECTION CONTACTS

1. Admissions Processing

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2. Admissions Promotion of Programmes

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Att. Promotion of Programmes

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3. Admissions Records

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Att. Admissions Records

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4. Examination Processing

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5. Graduation & Certification

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Att. Graduation & Certification

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6. Student Progression

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7. Quality Assurance Administration

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8. QA- Curriculum and Programmes

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9. Senate Secretariat

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10. Student Records, Data and Statistics

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11. General Student Matters

Head: Ms. Jane Kahora

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12. Academic Division ICT

Head: Mr. Eliud Ayiro

Email: ayiro@uonbi.ac.ke

GALLARY

Customer care office in Undergraduate Admissions

The Graduation procession during the 62nd Graduation Ceremony

Graduands at a past Graduation ceremony at the University of Nairobi

The Chancellor Dr. Vijoo Rattansi Planting a tree for commemoration looking on is the chairperson of Council Prof. Julia Ojiambo (left) and Vice Chancellor Prof. Stephen Kiama

Dr. Frank Njenga of the Class of 1970 speaking during the UoN@50 Celebrations