

**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY  
(MMUST)**

**INTERNAL MEMO**

**Registrar Academic Affairs Office**

**FROM: Ag. Registrar (AA)**

**DATE: 8<sup>th</sup> September 2020**

**TO: The listed below**

**REF. NO.: MMU/COR: 501144(289)**

- 1. Registrar (Admin.)**
  - 2. University Librarian**
  - 3. Dean of Students**
  - 4. Finance Officer**
  - 5. Directors**
  - 6. Deans of Schools**
  - 7. SAR – Admissions and Students' Registry**
- 

**RE: REVISED-ONLINE ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS 2020/2021 ACADEMIC YEAR**

Refer to our memo dated 4<sup>th</sup> September 2020, Ref. No. MMU/COR/501144 (288) on the Orientation of First Year students.

We hereby forward to you a revised orientation programme for First Year students. Please note that the Vice Chancellor's address is scheduled on Friday, 25<sup>th</sup> September 2020

Thank you.



**Prof. Thomas Sakwa**  
**Ag. Registrar (Academic Affairs)**

TS/no

**Copy to:**

- Ag. Vice Chancellor
- Ag. Deputy Vice Chancellor (A&SA)
- Ag. Deputy Vice Chancellor (A&F)
- Ag. Deputy Vice Chancellor (PR&I)
- Chairpersons of Departments
- Director Institute of ODeL
- SAR – Admissions
- Ag. University Security Officer



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)**

*Office of the Registrar (Academic Affairs)*

**STAFF TRAINING ON STUDENTS ONLINE ORIENTATION AND FIRST YEAR, 2020/2021 ACADEMIC YEAR STUDENTS ORIENTATION PROGRAMME**

**(A) STAFF TRAINING ON ONLINE ORIENTATION**

**Day 1: Monday, 7<sup>th</sup> September, 2020**

- (i) Training with the Institute of ODeL on online orientation from 8.00a.m to 5.00p.m
- (ii) Circulate link for online orientation through Bulk SMS, Deans of Schools and Social media.

**B: FIRST YEAR, 2020/2021 ACADEMIC YEAR STUDENTS ORIENTATION PROGRAMME**

**Day 2: Tuesday 8<sup>th</sup> September 2020**

**9.00 a.m. – 1.00 p.m.            a) Address on Student' Welfare Issues**

*Coordinated by Dean of Students – Dr. B. Abwao*

- (i) Alcohol and Substance Abuse
- (ii) Relationships & Peer pressure
- (iii) HIV/AIDS Awareness – Coordinator HIV/AIDS Control Unit
- (iv) Student Counselor
- (v) The Chaplaincy- Fr. L Kizito
- (vi) Medical Officer – Dr. P. Wanguche
- (vii) Sports and Games – Mr. E. Tuiga
- (viii) Personal Security and Safety – Mr. J. Mabilia
- (ix) Wardenship
- (x) Public Complaints Office
- (xi) MMUSO Chairman – Mr. Kevin Ichingwa

**b). Upload Video shows on HIV/AIDS and Drug Abuse**

*Dean of Students – Dr. B. Abwao*

### Day 3: Wednesday, 9<sup>th</sup> September, 2020

#### 8.00 to 11.00a.m a). Address on Academic Matters

- (i) Prof. T. Sakwa – Ag. Registrar (AA)
  - University Rules and Regulations for Examinations
  - University Rules and Regulations for Academic programmes and fees.
- (ii) Director Timetabling – Dr. J. Cheruiyot
- (iii) Ag. University Librarian – Mr. V. Chibini
- (iv) Academic Advisors Representative

#### 11.30a.m to 1.00pm: b). Address on Administrative Matters

- (i) Ms. R. C. Atamba - Registrar (Administration)
- (ii) CPA J.O.O. Rading' - Finance Officer

#### 2.00 p.m. – 5.00 p.m. Library Orientation

Ag. University Librarian – Mr. V. Chibini

### Day 4: Thursday 10<sup>th</sup> September 2020

#### 9.00 – 1.00pm - Address to Students by Respective Deans of Schools through different communication platforms.

S/NO	SCHOOL	STAFF
1.	School of Education (SEDU)	Dr. J. Ndiku, Executive Dean SEDU, CoDs and Academic Staff
2.	School of Natural Sciences (SONAS)	Prof. W. Shivoga, Dean SONAS, CoDs and Academic Staff
3.	School of Disaster Management and Humanitarian Assistance (SDMHA)	Prof. K. Onkware, Ag. Dean SDMHA, CoDs and Academic Staff
4.	School of Agriculture, Veterinary Science and Technology (SAVET)	Prof. H. Were, Ag. Dean SAVET, CoDs and Academic staff
5.	School of Public Health, Biomedical Sciences and Technology (SPHBS&T)	Dr. G. Mengich, Ag. Dean SPHBS&T, CoDs and Academic Staff
6.	School of Business and Economics (SOBE)	Dr. R. Egessa, Ag. Dean SOBE, CoDs and Academic Staff
7.	School of Nursing, Midwifery and Paramedical Sciences (SONMAPS)	Prof. Col. Rtd. J.M. Okoth, Executive Dean SONMAPS, CoDs and Academic staff
8.	School of Engineering and Built Environment (SEBE)	Mr. B. Obondo, Ag. Dean SEBE, CoDs and Academic staff
9.	School of Computing and Informatics (SCI)	Dr. D. Otanga, Ag. Dean SCI, CoDs and Academic staff
10.	School of Arts and Social Sciences (SASS)	Dr. P. Wenje, Ag. Dean SASS, CoDs and Academic staff
11.	School of Medicine (SOM)	Prof. C. Chunge, Executive Dean SOM, CoDs and Academic staff

**2.00 p.m – 4.00 p.m - Address by Directors  
Coordinated by Rev. J. Owunza**

- (i) Director PSSP, Learning Centres & Campuses – Mr. D. Wanjere.
- (ii) Director, Post Graduate Studies – Prof. J. Obiri
- (iii) Director, Technical and Vocational Education and Training – Dr. S. Waweru.
- (iv) Director ICT – Mr.A. Waliaro. Importance of on line presence ( registration for courses, reporting etc.)
- (v) Director, Research and Extension Linkages – Prof. J. Achoka
- (vi) Director of Corporate Communication and Marketing - Dr. L. Anyonje.
- (vii) Director, Quality Assurance Unit, Prof. M.V. Omolo (Virtual straining etc.)
- (viii) Director, Career Services – Dr. Teresa Okoth
- (ix) Director, International and Academic Linkages – Dr. C. Aurah.
- (x) Director, University Timetabling – Dr. J. Cheruiyot
- (xi) Coordinator, Performance Monitoring & Evaluation Unit- Mr. H. Wati

**4.00 p.m.– 5.00 p.m. - Presentation by Equity Bank Staff on how the Equity Bank will:**

- i. Issue pre-paid Equity Bank Cards
- ii. Capture of students personal details for processing of SMART Cards

**Day 5: Thursday, 24<sup>th</sup> September, 2020**

**9.00 a.m. – 12.00 noon. - Address by the Deputy Vice Chancellors**

***Coordinated by: Prof. T. W. Sakwa – Ag. Registrar (AA) and Dr. G. Nguka***

- (i) Ag. Deputy Vice Chancellor (Administration & Finance) –Prof. C. Mutai
- (ii) Ag. Deputy Vice Chancellor (Planning, Research & Innovation – Prof. J. Achoka
- (iii) Ag. Deputy Vice Chancellor (Academic & Student Affairs) Prof. P. Odera

**2.00 p.m. – 5.00 p.m. : (i) Higher Education Loans Board (HELB)**

***Coordinated by: Dr. Beatrice Barasa/ Ms. Pamela Inzai Students admissions and Registry)***

- (i) The Role of HELB in Financing Higher Education – HELB official
- (ii) Personal Financial Management by Dr. Ben Oseno
- (iii) Stress Management by Dr. Ken Otieno Coordinator Kisumu Campus

**Day 6: Friday , 25<sup>th</sup> September, 2020**

**9.00 a.m. to 11.00 a.m. VICE CHANCELLOR'S ADDRESS**

*Director of Ceremony: Director DCCM, Dr. L. Anyonje*

(The DVCs, Deans, Directors, CoDs, Staff and Students to log in)

The Deputy Vice Chancellor (A&SA) invites the Ag. V/C, Prof. S. Shibairo

The Ag. Vice Chancellor addresses the gathering.

## **TRAINING OF FIRST YEARS ON ONLINE LEARNING**

Monday 14<sup>th</sup> to Friday 18<sup>th</sup> September 2020.

## **COMMENCEMENT OF ONLINE LECTURES**

- (i) First Year students - 14<sup>th</sup> September 2020
- (ii) Continuing students - 10<sup>th</sup> September 2020