



KENYA METHODIST UNIVERSITY

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OFFICE OF THE REGISTRAR ADMINISTRATION, PLANNING AND DEVELOPMENT

MEMO

To: Newly Employed Staff (see list)
From: Registrar, APD
Date: 19TH March 2024
RE: STAFF INDUCTION

Newly employed staff are inducted into the university system as and when they report through the office of the Human Resource.

However, a general staff induction programme is rolled out every twice a year and going forward from our QMS, every trimester. For this year, the first induction is scheduled on Monday 25th March, 2024 at the Chapel for staff in main campus and online for staff in other campuses. The induction will commence at 11.00am after staff meeting.

The induction programme is hereto attached for ease of reference.

Kindly plan to attend without fail.



Dr. Stephen Laititi Mutunga, PhD, MBS
REGISTRAR ADMINISTRATION, PLANNING AND DEVELOPMENT

Cc. Ag. Vice Chancellor
Deputy Vice Chancellor (APF)
Deputy Vice Chancellor (ASA)
Principal – Nairobi Campus
Director – Mombasa Campus
Human Resource Office



Kenya Methodist University Human Resource Office

New Staff Induction

MONDAY, 25TH MARCH 2024

List of Staff Members

S/NO	NAME	DESIGNATION	CAMPUS
1.	Dr. Eliab Seroney Some	Deputy Vice Chancellor (Administration, Planning & Finance)	Main campus
2.	Harriet Kagendo Mutegi	Administrative Assistant - Examinations	Main campus
3.	Mercy Wambui Wachira	Assistant Student Counsellor	Main campus
4.	Dr. Agrippina Njoki Fernandes	Lecturer	Main campus
5.	Samson Mawira Kinyua	Database Administrator	Main campus
6.	David Kiogora M'rutere	Driver	Main campus
7.	Dr. Ndikumana Jean Benoit	Lecturer	Main campus
8.	Susan Mule Vundi	Tutorial Fellow	Nairobi campus
9.	Rev. Dr. Alice Muthoni Mwila	Lecturer	Main campus
10.	Brian Owino	Catering Manager	Main campus
11.	Dr. Rose Ayikukwei	Senior Lecturer	Nairobi campus

KENYA METHODIST UNIVERSITY

Human Resources Office

STAFF INDUCTION PROGRAMME

Monday, 25th March 2024

TIME	ACTIVITY
9:00a.m. – 11:00a.m.	All Staff meeting
11:00a.m. – 11:20a.m.	Registration and Tea Break
11:20a.m. – 10:40a.m.	Address by the Ag. Vice Chancellor also DVC ASA on: <ul style="list-style-type: none">• History of the University• Governance organs of the University• Division of VC• Division of ASA
11:40a.m.- 10:50a.m.	Address by the Deputy Vice Chancellor (APF) on: <ul style="list-style-type: none">• APF Division (<i>also being inducted so may skip</i>)
11:50a.m. – 12:10p.m.	Address by the Registrar Administration, Planning & Development on: <ul style="list-style-type: none">• Routine Administrative activities• Planning (long term and short term)• Facilities and privileges of staff of the university• Work ethics
12.10p.m. – 12.30p.m.	Registrar AA on Academic Affairs
12:30Noon- 12:50p.m.	Principal, Nairobi Campus
12:50p.m. – 1:2 p.m.	Chief Finance Officer
1:20p.m.- 1:50p.m.	University Chaplain
Lunch	
2:50p.m. - 3:20p.m.	Head of Human Resource
3:20p.m. - 3:40p.m.	University Librarian
3:40p.m. - 4:00p.m.	Head of ICT
4:00p.m. -4:20p.m.	Chairman, KeMU SACCO
4:20p.m. -5:00p.m.	Recap, wrap up and Closing Remarks
5:00p.m.	Vote of Thanks