

**KIBABII UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ADMIN. & HR)**

*Internal memo*

**From:** Registrar, Administration & HR

**Date:** 19<sup>th</sup> November, 2025

**To:** All Staff and Students

**Ref:** KIBU/CR/SM/VOL.1

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**RE: ACCESS TO AND TRAFFIC CONTROL DURING THE 10<sup>TH</sup> GRADUATION CEREMONY.**

This is to inform you that the 10<sup>th</sup> Graduation Ceremony and Celebration of KIBU at 10 will be held on **Friday 21<sup>st</sup> November, 2025** at Kibabii University.

For the purpose of ensuring security and easy flow of traffic during Graduation Ceremony you are required to adhere to the following guidelines:

**A. ENTRY TO THE UNIVERSITY**

**Main Gate**

Access through this gate shall be restricted to the following guests:

- i. VVIP Guest with Golden Car Stickers
- ii. VIP Guest with Blue Car Stickers
- iii. The Vice Chancellor and Deputy Vice Chancellors
- iv. Registrars/Deans/Directors/Heads of Departments and Sections.
- v. All other Staff who will access the University before 7.00a.m.

**Gate B (Behind Staff Quarters)**

Access through this gate shall be restricted to the following guests:

- i. All students of the University and Staff
- ii. All graduands and their guests
- iii. All other guests

**B. PARKING OF VEHICLES**

**1. Main Car Park**

Strictly reserved for the Chief Guest and VVIPs only.

**2. Space behind Former Health Unit Block.**

- i. Registrars/Deans/Directors/Heads of Department and Sections
- ii. Staff



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### 3. ABC Parking

- i. VIP Guests with Blue Stickers
- ii. Vice Chancellors
- iii. Deputy Vice Chancellors

### 4. Kibabii Mixed Primary School, Tuuti Market.

- i. All graduands guests with white stickers.

Please note that Gate A (Main Gate) is under maintenance hence all members of staff are called upon to use Gate B for today and tomorrow (Wednesday 19<sup>th</sup> and Thursday 20<sup>th</sup> November 2025).



Ms. Esther Maloba, CHRP (K)

**For: REGISTRAR, (ADMINISTRATION & HR)**

RM/rb

**Copy to:**

Vice Chancellor  
Deputy Vice Chancellor (AFD)  
Deputy Vice Chancellor (PPRI)  
Deputy Vice Chancellor (ASA)  
Senior Security Officer

To note on file



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