

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

From: Registrar, Administration & HR

Date: 23rd March, 2022

To: All Staff and Students

Ref: KIBU/CR/SM/VOL.1

RE: ACCESS TO AND TRAFFIC CONTROL DURING THE 6TH GRADUATION CEREMONY.

The above subject matter refers.

This is to inform you that for the purpose of ensuring security and easy flow of traffic during the 6th graduation ceremony scheduled for Friday 25th March, 2022, you are required to adhere to the following guidelines:

A. ENTRY TO THE UNIVERSITY ON 25TH MARCH, 2022

Main Gate

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

- i. VVIP Guest with Golden Car Stickers
- ii. VIP Guest with Royal Blue Stickers with golden writings
- iii. The Vice Chancellor and Deputy Vice Chancellors
- iv. Registrars/Deans/Directors/Heads of Departments and Sections.

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 Presidential Motorcade/Chief Guest and VVIPs only.

2. Space between Health Service Block

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

3. ABC Parking

- i. VVIP Guests with Royal Blue Stickers with golden writings
- ii. Vice Chancellor
- iii. Deputy Vice Chancellors



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

4. **Kibabii Mixed Primary School, Kibabii Diploma Teachers Training College and Tuuti Market.**

- i. All graduants' guests

Please comply.



Dr. Charles Wasike, PhD

For: REGISTRAR, (ADMINISTRATION & HR)

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Copy to: Vice Chancellor
Deputy Vice Chancellor (AFD)
Deputy Vice Chancellor (PPRI)
Ag. Deputy Vice Chancellor (ASA)
Security Officer



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