

# KIBABII UNIVERSITY

## INTERNAL MEMO

**From:** Registrar (AHR)

**Date:** 24<sup>th</sup> August, 2022

**To:** All Staff and Students

**Ref:** KIBU/CR/ADM/VOL.2/37

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**RE: ACCESS TO AND TRAFFIC CONTROL DURING THE SWEARING IN OF  
H.E THE GOVERNOR ELECT, BUNGOMA COUNTY**

This is to inform you that for purposes of ensuring security and easy flow of traffic during the Swearing in Ceremony scheduled for **Thursday 25<sup>th</sup> August, 2022**, you are required to adhere to the following guidelines:

### **A. ENTRY TO THE UNIVERSITY**

#### **Gate A (Main Gate)**

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

- i. VVIP Guests;
- ii. VIP Guests ;
- iii. The Vice Chancellor and Deputy Vice Chancellors;
- iv. Registrars/Deans/Directors of Schools and Faculties and Centres;
- v. Staff accessing University before 8.30 am; and
- vi. New students (Coming for Admission and shall be guided).

#### **Gate B (Behind Staff Quarters)**

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

- i. The General Public and Continuing students; and
- ii. Staff accessing the University after 8:30am.

### **B. PARKING OF VEHICLES**

The following parking areas are strictly reserved for guests

- i. Main Car Park;
- ii. Auditorium B Car Park;
- iii. ABC Parking; and
- iv. Graduation Dias Parking.

Staff are advised to utilize the space between the Multipurpose hall and the School of Nursing.

  
Dr. Ruth A. Mitalo, PhD, CPS (K)

**Registrar, Administration & Human Resource**

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



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for development