

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

From: Registrar, Administration & HR

Date: 1st March, 2023

To: All Staff and Students

Ref: KIBU/CR/SM/VOL.1

RE: ACCESS TO AND TRAFFIC CONTROL DURING THE 7TH 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 7th graduation ceremony scheduled for Friday 3rd March, 2023, 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 Guests with Golden Car Stickers;
- ii. VIP Guests with Royal Blue Stickers with golden writings;
- iii. The Vice Chancellor and Deputy Vice Chancellors;
- iv. Registrars/Deans/Directors/Heads of Departments and Sections; and
- v. All other Staff who will access the University before 6.30am.

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; and
- 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; and
- ii. Staff.

3. ABC Parking

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

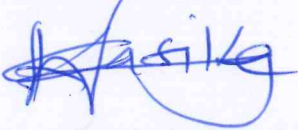


Kibabii University ISO 9001:2015 Certified
Knowledge for Development

4. Kibabii Mixed Primary School, Kibabii Diploma Teachers Training College, St.Marys Kibabii Boys high School and Tuuti Market.

i. For the general public

Please comply.



Dr. Charles Wasike, PhD

For: REGISTRAR, (ADMINISTRATION & HR)

CW/rb

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

