



UNIVERSITY OF NAIROBI

FREQUENTLY ASKED QUESTIONS

DEPARTMENT: PLANNING DIVISION

DATE: 17th July, 2018

SN ^o .	THE QUESTION	DETAILED ANSWER
1	What does Planning do	Planning provide services. We publish academic calendars, graduation booklets, annual report, design our own invitation cards for various functions then send them out to the invited guests.
2	When will the next academic calendar be out?	We tell them the date or we give them the status of the book, if it's in the process of being typeset, printing, we tell them.
3	How do I get a copy of the academic calendar, graduation booklet?	Access; http://planning.uonbi.ac.ke or sometimes we give them a hard copy
4	When is the next graduation ceremony	If the date of the graduation has been fixed, we tell them the date. If not yet fixed, we tell them that we will communicate to them later on email, telephone call or send them a notice.
5	When is the Nairobi International Trade Fare Show	If the date of the Show has been fixed, we tell them the dates. If not yet fixed, we tell them that we will communicate to them later on email, telephone call or send them a notice.
6	Former students come to request for a copy of the graduation booklet of when they graduated.	To get approval, we refer them to the Registrar to get permission of having a copy or send them to Examination Centre
7	During graduation some students, staffs, stakeholders visit our office for information.	We normally refer them to the respective office or college regarding to the request for more information. If it is something we can assist, we go ahead and assist.

Prepared by:

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Designation: Typesetter

Date: July 17, 2018

Approved by: Designation: Date.....