



**Mr. Bernard D. Njuguna**

Planning, Registrar

## Welcome to the Planning Division of the University of Nairobi.

The Planning Division was established in 1977 as Planning, Public Relations and Information (PPRI) as an office under the Vice-Chancellor. It is headed by the Registrar, Planning. The functions of the office included then, Planning, Public Relations and Information services at the university. However, following departmental restructuring in the late 1990s, the public relations function was relocated and is now domiciled in the office of the Vice-Chancellor under the Director of Corporate affairs and Public Relations Manager.

The Planning Division, although located in the Vice-Chancellor's office, cuts across other key university administrative units such as the office of Deputy Vice-Chancellor (Administration & Finance) and that of Deputy Vice-Chancellor (Academic Affairs) among others. It boasts of taking a leading role in the enhancement of university's visibility in community functions and the promotion of its image both locally and internationally through publicity in various publications.

In conjunction with other departments/units, the Division plays a pivotal role in ensuring successful preparations of graduation ceremonies, exhibitions, Trade Fairs and open days. The division provides logistical and technical support to all units whenever they host public events. The Division is responsible for printing of university academic calendar and the almanac annually. The Division collates and analyses pertinent data and serves as a repository unit in the provision of some key information on the history of the university.

The Planning Division provides secretariat service to the Development, Planning and Establishment and Building committees.

### Staff establishment

Mr. Bernard D. Njuguna	Registrar, Planning
Mrs. Trypheana N. Estambale	Senior Assistant Registrar ( <i>on leave of absence</i> )
Ms. Florence N. Murage	Senior Assistant Registrar
Ms. Gaudencia Masingu	Secretary
Ms. Patricia M. Kitili	Statistical Assistant
Ms. Elizabeth N. Wamugunda	Graphic Designer/Typesetter
Mr. Evans G. Kagere	Office Assistant