



**OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS & RESEARCH**  
**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**  
 PRIVATE BAG, DEDAN KIMATHI-10143 NYERI  
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**REF: ORIENTATION PROGRAMME FOR THE 1<sup>ST</sup> YEAR STUDENTS 2021/2022**  
**ACADEMIC YEAR**

DATE	TIME	ACTIVITIES	VENUE	FACILITATOR
<b>MONDAY:</b> <b>04/10/2021</b>	8.00 - 5.00pm	Students' arrive and Settle in Nyeri in their respective hostels.	List of accredited private hostels is available at DeKUT Website Notice Board	When you need assistance, call this number: 0708-680-879/ 0798-598-810)
<b>TUESDAY:</b> <b>05/10/2021</b>	8.30-5.00pm	<ul style="list-style-type: none"> <li>• <i>Verification of Original Documents,</i></li> <li>• <i>Submission &amp; Verification of Medical Documents,</i></li> <li>• <i>Signing of Nominal Rolls</i></li> </ul>	Respective Schools/Institutes <b>(Check your Students' Appointment Schedule which was sent to your DeKUT email)</b>	Schools/Institute Administrators
	9:30-5:00am	<b><i>Guided tour of the University:</i></b> -School of Computer Science & IT -School of Business Management & Economics - Institute of GIS and Remote Sensing (IGGRoS) -Institute of Tourism & Hospitality Management -School of Health Sciences -School of Science -School of Engineering -Institute of Food & Bio-resources Technology - Institute of Technical & Professional Studies -Geothermal Energy Training & Research Institute	Tour to start from the Schools and Institutes  There will be ushers to organize	Director, Directorate of Students' Welfare  Schools/Institute Administrators  When you need assistance, call this number: 0708-680-879 0798-598-810
<b>WEDNESDAY</b> <b>06/10/2021</b>	8.30-5.00pm	<ul style="list-style-type: none"> <li>• <i>Verification of Original Documents,</i></li> <li>• <i>Submission &amp; Verification of Medical Documents,</i></li> <li><i>Signing of Nominal Rolls</i></li> </ul>	Respective Schools/Institutes <b>(Check your Students' Appointment Schedule which was sent to your DeKUT email)</b>	Schools/Institute Administrators

	8:30-5:00pm	<b><i>Briefing on Course Registration, School/Institute Regulations and Examinations Regulations</i></b>	<ol style="list-style-type: none"> <li>1. School of BME-Freedom Hall</li> <li>2. School of Engineering-Open Space within Academic Block</li> <li>3. School of Computer Science &amp; IT – RC17&amp; RC18</li> <li>4. IGGRoS-Cartography Room located in Resource III (3<sup>rd</sup> Floor)</li> <li>5. IToHM-Conservancy</li> <li>6. School of Science-Chemistry Lab</li> <li>7. Nursing-Auditorium</li> <li>8. IFBT-RC9</li> <li>9. ITPS-BCW1</li> <li>10. GeTRI-Geology Lab in Academic Block 2nd Floor</li> </ol>	Deans/Directors/ COD's; Coordinator OCS
<b>THURSDAY: 07/10/2021</b>	8:00-5:00pm	<ul style="list-style-type: none"> <li>• <b><i>Verification of Original Documents,</i></b></li> <li>• <b><i>Submission &amp; Verification of Medical Documents,</i></b></li> <li>• <b><i>Signing of Nominal Rolls</i></b></li> </ul>	Respective Schools/Institutes	School/Institute Administrators
	8.30-9.30am	Library Orientation/E learning Orientation /ICT Orientation: <b><i>BSc. Civil Engineering, BSc. EEE, BSc. Chemical Engineering, Bachelor of Education in Technology (EEE)</i></b>	Auditorium	<ul style="list-style-type: none"> <li>• Lydia Muriithi</li> <li>• ICT Director</li> <li>• E learning Director</li> </ul>
	9:30-11:30am	Library Orientation/E learning Orientation /ICT Orientation: <b><i>BSc. TIE, BSc. Mechanical Engineering, Bachelor of Education in Technology(Mechanical Engineering) and Bachelor of Education (Civil Engineering)</i></b>	Auditorium	<ul style="list-style-type: none"> <li>• Edith Ndinye</li> <li>• ICT Director</li> <li>• E learning Director</li> </ul>
	10:30-12:30	Library Orientation/E learning Orientation /ICT Orientation: <b><i>SBME</i></b>	Auditorium	<ul style="list-style-type: none"> <li>• Maina Waweru</li> <li>• ICT Director</li> <li>• E learning Director</li> <li>•</li> </ul>

	12.30 -1.30 pm	Lunch	PAYE Cafeteria	Own arrangement
	1.30-3.30pm	Library Orientation/E- learning Orientation /ICT Orientation: <i>School of Computer Science &amp; IT and Institute of GIS &amp; Remote Sensing (IGGReS)</i>	Auditorium	<ul style="list-style-type: none"> <li>Eunice Wanjau</li> <li>ICT Director</li> <li>E learning Director</li> </ul>
	3.30-5.00pm	Library Orientation/E-learning Orientation /ICT Orientation: <i>SOS, IToHM, Nursing, IFBT, GeTRI and ITPS</i>	Auditorium	<ul style="list-style-type: none"> <li>Beatrice Luvale</li> <li>ICT Director</li> <li>E learning Director</li> </ul>
<b>FRIDAY: 08/10/2021</b>	8:00-5:00pm	<ul style="list-style-type: none"> <li><i>Verification of Original Documents,</i></li> <li><i>Submission &amp; Verification of Medical Documents,</i></li> <li><i>Signing of Nominal Rolls</i></li> </ul>	Respective Schools/Institutes	School/Institute Administrators
	9.00-1:00pm	<p><i>Briefing by Key Officers</i></p> <p><i>Detailed program to be availed</i></p>	<p>a). Students will be organised into 4 groups.</p> <p>b). Find out the group that you belong to, venue and time for your meeting from your Dean's/ Director's Office or Directorate of Student Welfare's Notice Board and your DeKUT email</p>	<p>-Director, Students' Welfare &amp; Finance Officer (1 hr)</p> <p>-Security Officer (15minutes)</p> <p>-Medical Officer (15 minutes)</p> <p>Chaplaincy (30minutes)-</p> <p>International Office (15 minutes)</p> <p>-DeFAO (15minutes)</p> <p>--Registrar AA &amp;R (30minutes)</p>
	1:00-2:00pm	<b>Lunch</b>	PAYE Cafeteria	Own arrangement
		Students will be free in the afternoon		
<b>MONDAY 11/10/2021</b>	-	<b>Public holiday Huduma Day</b>		
<b>TUESDAY 12/10/2021</b>	10.00am - 5.00pm	<b>Matriculation and Vice Chancellor's Welcome Address</b>	<p><b>Venue: Freedom Hall</b></p> <p>a). Students will be organised into 4 groups.</p> <p>Vice Chancellor will speak to one group at a time as shown below:</p>	<p>-Director DSW</p> <p>-Public Relations Officer</p> <p>-Registrar AA &amp; R</p>

			<p>-Group A -10.00am – -Group B- 11.00am -Group C- 12.00noon -Group D- 2.00pm</p> <p>b). Find out the group that you belong to, and time for your meeting from your Dean’s/ Director’s Office or Directorate of Student Welfare’s Notice Board and your DeKUT email.</p>	
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*Welcome to DeKUT*

**LIST OF CALL CENTRES WHERE STUDENTS CAN SEEK FOR ASSISTANCE  
(Cell numbers & Email Addresses)**

S/No	Office/Issue	Email	Phone Number
1	Accommodation Related Issues	deanofstudents@dkut.ac.ke	0708-680-879 0798-598-810
2	Admission Related Issues	admissionsoffice@dkut.ac.ke	0705-688-135 0705-687-893 0713-835-965/
3	School of Engineering	schoolofengineering@dkut.ac.ke	0713-835-969
4	School of Business Management & Economics	schoolofbusiness@dkut.ac.ke	0713-835-403
5	School of Science	sos-admin@dkut.ac.ke	0701-782-892
6	School of Computer Science & IT	admin-sc-it@dkut.ac.ke	0713-835-979
7	Institute of Food & Bio-resources Technology	ifbt@dkut.ac.ke	0729-373-564
8	Institute of Technical & Professional Studies	itps@dkut.ac.ke	0713-835-396
9	Billing related Issues	billingofficer@dkut.ac.ke	0705-568-893
10	School of Health Sciences	nursing@dkut.ac.ke	0700-711-628
11	Geothermal Training Research Institute	getri@dkut.ac.ke	0723-496-409

12	Institute of Geomatics, GIS & Remote Sensing	iggres@dkut.ac.ke	0718-291-818
13	Institute of Tourism & Hospitality Management	itohmoffice@dkut.ac.ke	0716-659-395
14	Fees Payment Related Issues/Fees Balances/Bursaries	studentfinance@dkut.ac.ke	0773-389-516
15	Campus Security Office	<a href="mailto:security@dkut.ac.ke">security@dkut.ac.ke</a> george.anyonje@dkut.ac.ke	0719-741-529 0713-172879
16	DeKUT Financial Aid Office	defao@dkut.ac.ke	
17	DeKUT Chaplaincy	headofchaplaincy@dkut.ac.ke	0722-770-193