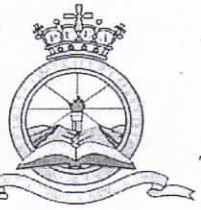


9<sup>TH</sup> JANUARY 2023



**FIRST YEAR ORIENTATION PROGRAMME**  
**THURSDAY 12<sup>TH</sup> JANUARY 2023 – MONDAY 16<sup>TH</sup> JANUARY 2023**

**The Presbyterian University of East Africa**

**P. O. Box 387- 00902, Kikuyu, Kenya**

Tel: 020-2019433/2341510-11, Fax: 020-2192892 Email: [info@puea.ac.ke](mailto:info@puea.ac.ke)

DAY 1	THURSDAY 12 <sup>TH</sup>	ACTION BY	VENUE
9.00-9.30AM	Devotion	University Chaplain, Rev. Patrick Mutegi	Room 20
9.30AM-10.00AM	a. Introduction of Heads of Teaching Depts b. Academic Matters/programs c. Student Handbook/Affairs	Deputy Vice Chancellor(Academics and Administration)  Registrar (Academic & Student Affairs), - Ms. M. M. Mainye	Room 20
<b>10:30 – 11:00 AM</b>	<b>TEA BREAK</b>		
11.00 AM- 1.00 PM	Departmental Orientation	HODs	DESIGNATED ROOMS
<b>1.00PM</b>	<b>LUNCH BREAK</b>		
2.00- 4. 00PM	Departmental Orientation	HODs	DESIGNATED ROOMS
4.30 PM	Closing prayers	Departmental representative	DESIGNATED ROOMS
<b>DAY 2</b>	<b>FRIDAY 13<sup>TH</sup></b>		
<b>TIME</b>	<b>EVENT</b>	<b>ACTION BY</b>	<b>VENUE</b>
8.30-9.00 AM	Devotion	University Chaplain, Rev. Patrick Mutegi	Room 20
9:00-9:30AM	a. Introduction of Heads of sections b. Human Resource Matters c. Administration/support services	Registrar (HRFA) –Lucy Wairimu	Room 20
9.30-10.00AM	Finances, Scholarship/Bursary, HELB,	Finance Officer, Mr. Samuel Ndung'u	Room 20
10.00-10.30	Accommodation/Catering/Security	Mr. Anderson Lizalia, Mr. Charles Muchina	Room 20
<b>10.30-11.00AM</b>	<b>TEA BREAK</b>		
11.00-12.00 PM	University life /Student leadership	University counselor-Rev Daniel Emoru Dean of Students- Dr Solomon Muriiki PUSA Chairman- Ezra Ruto	Room 20
12.00-1.00 PM	Sports and Clubs/Extracurricular activities	Mr. John Maina Mr. Aaron Seki	Room 20
<b>1.00-2:00 PM</b>	<b>LUNCH BREAK</b>		
2.00 – 5:00PM	Library	Margaret Wanjiru	Library

DAY 3	MONDAY 16 <sup>TH</sup>		
TIME	EVENT	ACTION BY	
9.00- 9.30AM	Devotion	University Chaplain, Rev. Patrick Mutegi	Room 20
9.30-11.00 AM	ICT	ICT Manager- Mr George Chege	Room 20
11.00-11.30AM	TEA BREAK		
11.30AM- 1.00 PM	Vice Chancellor's forum	Vice Chancellor- Professor Timothy Gatara	Room 20
1.00PM	Closing prayer	University Chaplain, Rev. Patrick Mutegi	Room 20
1.05-2.00PM		LUNCH BREAK	
2.00PM	CLASSES	Unit lecturers	Lecture rooms

**N/B:**

**During the VC's session all HODs and Head of Sections are expected to be present**



Dean of Students,  
**Dr. Solomon Muriiki**

