

**THE PRESBYTERIAN UNIVERSITY OF EAST AFRICA (PUEA)
NEW STUDENTS' ORIENTATION PROGRAMME
THURSDAY 12TH – TUESDAY 17TH SEPTEMBER 2024**

DAY 1	THURSDAY, 12TH		
TIME	EVENT	ACTION BY	VENUE
9:00– 9:30 AM	Morning Devotion	University Chaplain, Rev. Jecinta Kiugi	MAIN HALL
9.30-11.00 AM	a. Introduction of Heads of Department and sections b. Academic Matters/Programs c. Student Handbook/Affairs	University Registrar – Rev. Dr. Titus Kibaara	MAIN HALL
11.00-11.30 AM	TEA BREAK		
11.30-1.00PM	a. Administrative matters	Deputy Vice Chancellor – Dr. John Wakhanu	MAIN HALL
1.00PM	LUNCH BREAK		
2.00-5.00PM	Departmental orientation	Heads of departments	Designated rooms
5.00 PM	Closing prayers	Representatives from individual departments	Designated rooms
DAY 2	FRIDAY 13TH		
TIME	EVENT	ACTION BY	VENUE
9.00-9.30AM	Devotion	University Chaplain, Rev. Jecinta Kiugi	MAIN HALL
9.30AM-11.00AM	Information Technology	ICT Department-Francis Njoroge ODL – Walter Ombiro	MAIN HALL
11:00 – 11.30 AM	TEA BREAK		
11.30 AM- 1.00 PM	Unit registration	ICT Department-Francis Njoroge ODL – Walter Ombiro	LR 20
1.00PM	LUNCH BREAK		
2.00- 4. 00PM	Unit registration	ICT Department-Francis Njoroge ODL – Walter Ombiro	LR 20
DAY 3	MONDAY 16TH		
TIME	EVENT	ACTION BY	VENUE
9.00-9.30 AM	Devotion	University Chaplain, Rev. Jecinta kiugi	MAIN HALL
9.30-10.00AM	Finances, Scholarship/Bursary, HELB,	Finance Officer, Mr. Samuel	MAIN HALL

		Ndung'u	
10.00-10.30	Accommodation/Catering/Security	Catering - Mr. Macharia, Accommodation Manager – Nancy Kajuju Security officer Mr. Charles Muchina	MAIN HALL
10.30-11.00AM	TEA BREAK		
11.00-1.00 PM	University life /Student leadership	University counselor-Rev Daniel Emoru Dean of Students- Charity Kiambuthi PUSA Chairman- Aaron Kiprotich	MAIN HALL
1.00-2:00 PM	LUNCH BREAK		
2.00 -5:00PM	Sports and Clubs/Out of class activities	Sports Tutor- Mr. Anderson Lizalia	MAIN HALL
5.00PM	Closing prayers	University Chaplain, Rev. Jecinta Kiugi	MAIN HALL
DAY 4 TIME	TUESDAY 17TH EVENT	ACTION BY	VENUE
9.00-11.00AM	Vice Chancellors Forum Matriculation ceremony	VC & Faculty Academic Staff & University Management Board	MAIN HALL
11.00AM-11.30AM	TEA BREAK		
11.30AM-1.00PM	Library Orientation	Librarian	Library
1.00PM-2.00PM	LUNCH		
2.00 -5:00PM	Library Orientation	Librarian	Library

NB: During Vice Chancellor's Forum, all Directors, Deans, HoD's & Heads of Sections are expected to attend.



A.g. Dean of Students

CHARITY KIAMBUTHI



Cc. Vice Chancellor, Deputy Vice Chancellor, Registrar, Chaplain, University Counselor, All Directors, Deans, HoD's, Head of Sections, Librarian, ICT Department, ODL, Finance Officer Security Officer, Catering & Accommodation Manager, Sports Tutor, PUSA Chairman