



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY PROCEDURES MANUAL

Title:	PROCEDURE FOR ADMISSION AND REGISTRATION	Reference	DeKUT/PM/8.1
		Issue/Rev.	3/2

PROCEDURE DETAILS

Admission of Students

Step	Procedure Activity	Who	When	Record
1	i) Declaration of capacity and subject clusters for KUCCPS	Registrar (A A)	AS per the KUCCPS Secretariat request	Letter
	ii) Selection of KUCCPS students	DVC (A A)	KUCPS Selection program	Letter
2	i) Request schools to submit programmes to be advertised for admission of ssp students	Registrar (A A)	As per the Academic calendar	Memo/email
	ii) Submission of programmes for advertisement	Dean	On request	Memo/email
	iii) Approval for advertisement	VC	On request	Approval
	iv) Advertisement of the programmes	PRO	As per approval	Advertisement
	v) Receipt of application	Registrar (A A)	As per deadline	Completed forms/Online applications
	vi) Shortlisting applicants	HoD	On request	Shortlist
	viii) Admission of shortlisted applicants	Deans Committee/BP SR	As per deadline	Admission list
	3	Allocation of admission numbers	Registrar (A A)	After Deans /BPSR approval



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4	Dispatch of admission letters	Registrar (A A)	As per deadline	Dispatch Register
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Registration

Step	Procedure Activity	Who	When	Record
1	i) Filling registration forms and verification of documents	Admission officer	As per the registration programme	Filled forms
	ii) Verification of fees payment	Student Finance Officer	As per the registration programme	Bank Statement
	iii) Hostel room allocation (where applicable)	Director Students Welfare	As per the registration programme	Room Allocation List
2	Orientation and Matriculation for new students	DVC (Acad)	1 st week	Orientation programme
3	Units registration	Dean	Within 2 weeks after reporting	Database
4	Issuing of Student Identification (ID) Card for new students	Admissions Officer	After Unit registration	Issuance Register



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REVISION HISTORY

Issue/ Revision	Date	Page(s)	Change Description	Changed by	Approved by
3/2		All	New Issue	ISO Transition Committee	Vice-Chancellor