

STUDENT INFORMATION HANDBOOK

2018/2019



MACHAKOS UNIVERSITY IS
ISO 9001:2015 CERTIFIED

OFFICE OF
THE DEAN OF
STUDENTS



MACHAKOS
UNIVERSITY

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ABOUT THE HANDBOOK

The Machakos University Student Handbook is maintained by the Dean of Students Office. It is the University's formal notification of University's codes, regulations, policies, procedures, values and responsibilities that characterize student life at Machakos University (MksU). Students are expected to read, understand, and comply with the provisions of the Handbook and be guided by the spirit of the standards.

Students will find that the MksU community is defined, in part, by our physical borders and the fact that we are a State controlled institution. This means some of the rules governing student conduct in our community include certain State laws as well as policies adopted by the State Department of Higher Education.

The contents of this Handbook supersede and revoke all prior statements of policy of Machakos University concerning matters contained in the student handbook from previous years. If this student handbook does not address a matter of interest to you, or if you are uncertain about something after you have read the applicable policy or guideline, contact the Dean of Students Office for more information.

Prepared by

The Office of Dean of Students

FUNDAMENTAL STATEMENTS

Our Vision

A preferred University of Scholarly Excellence

Our Mission

Provide scholarly education through Training, Research and Innovation for Industrial and socio-economic transformation of our communities.

Our Identity

Machakos University is an academic institution committed in transmitting knowledge, skills and attitude through science, Technology and Innovation for the benefit of humanity.

Our Philosophy

The Philosophy of Machakos University is to provide transformative leadership in Teaching, Training, Research, Innovation, Industrial and Technology transfer for wealth creation.

Core Values

Integrity: To honestly deliver on our promises to our stakeholders

Accountability: To always be accountable in the assigned duties

Professionalism: To be committed to high standards of training and service delivery

Inclusivity: Respect for diversity

Creativity: Determination to continually improve

Teamwork: To actively work together to achieve common goals

Equity: To strive to be an equal opportunity university where meritocracy is practiced in all areas

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MESSAGE FROM THE VICE-CHANCELLOR

On behalf of the University Council, Management Board, and the Senate, I would like to welcome all our new students to Machakos University, and welcome back all our returning students. As you begin the next phase of your academic journey you will be engaged, challenged, and presented with innumerable opportunities to expand and grow. MksU is a close-knit community that is ready to support you in all facets of your life. I encourage and support you to become an active member of the MksU community. Faculty and staff are deeply invested in your success and well-being, and are committed to preserving MksU environment of excellence in teaching and learning while working with you to ensure a rewarding University experience. The powerful experiences you have at MksU will provide a foundation for the opportunities and challenges that await you after graduation.



Prof. Lucy W. Irungu, Ph.D.
Vice-Chancellor

This Handbook will be an important resource for you throughout your academic and social life. It echoes other policies and procedures relevant to your course of study, with which you should also familiarize yourself. This Handbook applies to the 2018/19 Academic Year and will be revised from time to time. You will be notified of any substantial changes to the content.

The Handbook is a tool for ensuring that student matters are appropriately addressed, and that the University's statutes and policies are followed, with particular interest in examinations, code of ethics, student welfare, and other aspects of the student experience. If you have any concerns or suggestions for improvement, you may channel them through the Dean of Students Office. I wish you successful and enjoyable life in Machakos University.

PROF. LUCY W. IRUNGU, Ph.D.

VICE-CHANCELLOR

&

PROFESSOR OF ENTOMOLOGY

MESSAGE FROM THE DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS

The Machakos University Student Handbook provides students with information on many facets of University life such as policies and procedures, code of ethics, community resources, organizations/association, and welfare services. This document is written for every student enrolled for an academic programme in MksU.

From time to time, the University produces a new or revised Student Handbook to serve as an up-to-date reference for students. Where possible, policies most relevant to students are printed in full in this Handbook. However, due to limitations of space, many other University policies, regulations and procedures are only referenced. Students are, therefore, encouraged to consult appropriate offices before investing their time in any activity that they are in doubt. Changes or additions to University policies and procedures that come about after this Handbook is published will be notified to the students through the relevant bulletins.

As stated above, this Handbook highlights the rules and regulations governing the academic and living standards of the University. Hence, every student is responsible for familiarizing him/herself thoroughly with the contents of this Handbook. It is my belief that the information in this Handbook, if read and utilized, will enhance the experiences available to students in the University.

The Academic and Student Affairs Division serves to ensure and protect all enrolled students' right to participate in University life, in a community that respects each other's dignity, safety, and basic human rights. Any student who believes these rights have been denied or the atmosphere has been compromised by the actions of a particular student or MksU employee is encouraged to discuss such concerns with the Dean of Students. When in doubt about where to go for help, students are encouraged to start with the Dean of Students Office.



Prof. Joyce Agalo, Ph.D.
Deputy Vice-Chancellor
Academic and Student Affairs

PROF. JOYCE AGALO, Ph.D.
DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS

MESSAGE FROM THE DEAN OF STUDENTS

Machakos University Student Handbook is the official resource that defines expectations for every student enrolled in one or more classes at the University. A student is any person enrolled in credit bearing courses or experiences.

MksU is obliged to provide students with an environment that supports learning and to protect the rights of all the members of the community. Students are expected to be active participants in the learning opportunities that exist in the University, including the administrative system of the Department or School, become familiar with and abide by the rules and regulations of the University and treat themselves and all other persons with respect.

It contains policies and practices that allow students to collaboratively work alongside each other, respectfully resolve conflicts with one another, and redress the violations of Code of Conduct in ways that emphasize collegiality and personal accountability. No claim is made that this handbook covers all rules and regulations now in effect at Machakos University. Students are referred to other University policies and procedures documents for further information.

The book contains important information the MksU students are expected to be familiar with. I hope that you will find time to become familiar with the contents of this publication. It is important for you to know that the responsibility for understanding and following University policies and procedures, whether it is the code of student's conduct, or requirements for the course or graduation rests entirely with you, the student.

On behalf of our faculty and staff, I wish you successful academic years and look forward to participating with you in the special events and programmes that make MksU a uniquely special learning institution.

DR. ALEX N. KAMWARIA, Ph.D.

DEAN OF STUDENTS

&

SENIOR LECTURER IN SOCIAL SCIENCES



Dr. Alex N. Kamwaria, Ph.D.
Dean of Students

1. INTRODUCTION

This handbook contains general information on academic programmes, policies, student services and facilities, and student conduct in and outside Machakos University. It incorporates summarized basic information which complements detailed information contained in the University policies, statutes, documents and circulars from authorized University Officers. It is a major reference point throughout your student life.

1.1 History, Setting and Governance of Machakos University

1.1.1 History

Machakos University started as a Technical Rural Training School in 1957. In 1958 the school was taken over by the Government and renamed Machakos Technical and Trade School. In 1967, the school was renamed Machakos Technical Secondary School. In 1987, the institute became a purely post-school institution called Machakos Technical Training Institute. In 2011, the Government established Machakos University College as a successor to Machakos Technical Training Institute through Legal Notice No. 130 of 16th September, 2011, as a constituent College of Kenyatta University. The institution was chartered on 7th October 2017 as a fully fledged University.

1.1.2 Setting

The University is located in Machakos Town about 66 kilometers from Nairobi, 16 kilometers off Mombasa road and one kilometer from Machakos town along the Machakos -Wote road.

1.1.3 Governance

The University is headed by a Chancellor who advises the University Council on matters considered necessary for the betterment of the University. The Chancellor confers degrees and awards diplomas and certificates.

The University Council is headed by a Chairperson who chairs its meetings. The Council ensures that the University has a proper and functional management structure and also monitors and evaluates the implementation of strategies, policies, management criteria and plans of the University in accordance with the relevant laws and regulations. The Vice-Chancellor is the Chief Executive Officer of the University and is responsible for its day to day running. The Vice-Chancellor chairs the Senate and all its committees' meetings and is the custodian of all University

articles of administration. The Vice-Chancellor is assisted in the running of the University by Deputy Vice-Chancellors, Registrars, Chief Finance Officer, University Librarian, Dean of Students, Deans of Schools and Chairpersons of Departments, Directors of various Directorates and Section Heads.

1.2 Machakos University Student

- i. As per the Statutes of Machakos University, a student is a person who is registered in the University during a current academic year for a degree, diploma, certificate or such other qualification or courses of the University as may be approved by the Senate as qualifying a person for the status of a student.
- ii. A *bona fide* student for a particular semester is one who has paid the fees and is registered online for units on offer in that semester.
- iii. Only *bona fide* students are entitled to services offered by the University in a particular semester.

1.3 Student Identification

Every student is expected to have a valid **University Identity/ Smart Card** at all times, which must be shown on demand by any officer of the institution. Crucial services may only be offered against production of the card. This card is University property and is not transferable to any other person and should be surrendered upon completion of the programme or clearing from the University. Students are advised to keep their cards safe at all times. Renting out the card or any other University document assigned to a student constitutes serious misconduct attracting disciplinary action as per the rules governing student conduct.

1.4 Communication and the Flow of Information in Machakos University

1.4.1 University Website and E-Mail Services

The University **website**, www.mkusu.ac.ke, is the major medium of relaying information. All students are expected to visit it frequently for important updates such as semester dates, calendar of activities and examination timetables. Urgent information and updates such as change of examination dates and re-opening dates are also placed on the website. Every student is assigned an e-mail address for individual as well as official communication. It is crucial that one checks and uses their e-mail regularly.

1.4.2 Notice Boards

- i. This is another medium of passing information in the University. Notice boards are located in various strategic positions in the University. It is imperative that all students develop the habit of reading notices.
- ii. Notices are released by authorized officers of the University on matters pertaining to their specific mandate.
- iii. In the case of the students, only the Secretary General may speak on behalf of Student Association of Machakos University (SAMU) and release circulars as directed by the Student Governing Council as per the SAMU Constitution. This should be done through the Dean of Students.
- iv. Secretaries or Organizing Secretaries of registered clubs and welfare associations may post notices for meetings after they have been seen and approved by the patrons.
- v. Student campaign posters during the SAMU election seasons will be strictly mounted on specifically designated notice boards. Candidates whose supporters or themselves flout this will be disqualified by the SAMU Electoral Commission.

1.4.3 Social Media

- i. The University has carefully designed social media platforms to ease flow of information and to encourage inquiries on University matters. Such platforms include Facebook and Twitter.
- ii. The University lays great emphasis on positive and responsible use of these platforms.

1.4.4 Students mails

Students are advised to give their correspondents' accurate address to minimize chances of their letters getting lost. It should capture the following details:

Student name

Registration Number

C/O Dean of Students

P.O Box 136-90100, Machakos

Cell Phone Number.

2. STUDENT WELFARE SERVICES

2.1 The Office of the Dean of Students

2.1.1 Mandate of the Office

The Office of the Dean of Students provides and enhances excellent and equitable welfare services to students. The main goal of the office is to promote a safe, respectful, healthy and inclusive campus community, and also to enhance students' University life experience. The Office further provides support services and manages critical incidents impacting students' life as well as responding to emerging needs within the student population.

Machakos University continues its tradition of prioritizing students' welfare. Every academic year, the University celebrates the culture week event. It is a weeklong extravaganza where students not only celebrate their culture, but also showcase their talents. The event culminates with the crowning of Mr. and Miss Machakos University. Other notable students' activities are the Presidential Award Scheme, community service, students' elections, and interdenominational prayer services.

The Dean of students is assisted by a Deputy Dean, Heads of Sections and Administrative Assistants.

Some of the key activities undertaken by the office of Dean of Students include:

- i. Organizing orientation for first year students
- ii. Registration of students clubs and associations
- iii. Overseeing of students conduct
- iv. Follow up on status of sick students
- v. Coordination of specialized services to students with special needs
- vi. Coordination of the activities of SAMU
- vii. Facilitation of application for High Education Loans Board (HELB) loans, processing of internal and external bursaries and work-study programmes
- viii. Coordination of pastoral care and guidance to students
- ix. Facilitation and participation in local, National and International competitions

Contact: Dean of Students +254792561580

Email: deanofstudents@mksu.ac.ke

2.1.2 Machakos University Chaplaincy

Spiritual leadership in Machakos University is provided by Chaplains. Their services revolve around spiritual guidance and conducting worship services in the University. Currently, we have Chaplains in Christian Union (CU), Catholic Students Association (CSA), Seventh Day Adventists (SDA), and Muslim Students Association (MSA).

2.1.2.1 Machakos University Christian Union

Machakos University Christian Union constitutes a group of committed young men and women living for God and who pursue a holy life. The Union has full mandate to administer discipleship care to its members, both old and new. Membership to the Union is open to everyone who professes Jesus Christ as Saviour. Within the Christian Union there are various ministries in which members engage in, in their service to God.

2.1.2.2 Machakos University Catholic Students Association

The Catholic Student Association (CSA) is a student-run Catholic group at Machakos University. Centered on 'agape', and dedicated to foster a community of worship, social justice, faith development, and family for students of Machakos University, both Catholic and non-Catholic alike. Every Catholic student is automatically a member of CSA, and is encouraged to take an active role in the organization so as to take advantage of the perks that come with being an active and engaged member. Catholicism is promoted through on-campus events intended to unite the Catholic community in a more public fashion.

2.1.2.3 Machakos University Seventh Day Adventists

The Machakos University SDA group has a long standing culture of evangelistic missions that are done regularly with the view of spreading the gospel and as part of community service. The campaigns always capture gospel preaching, bible training, free medical and other forms of community service.

2.1.2.4 Machakos University Muslim Students Association

The Machakos University Muslim Students Association purposes to serve Allah (God) in the best way possible through the principles laid out in the Holy Quran and Sunnah (the authentic traditions and examples of the Prophet Muhammad, peace be upon him). It is committed to bringing Muslims and non-Muslims on campus together to foster dialogue and promote a better understanding of Islam by non-Muslims and of other religions and cultures by Muslims.

2.1.3 Professional Associations, Students Clubs and Societies

The University encourages students to enroll in societies and performing groups as a means for channeling creativity, innovativeness, leadership skills, community outreach and professional pupilage. These societies and clubs are run by students and add value to their academic qualifications at the end of their studies. They include:

- i. Students Association of Machakos University (SAMU)
- ii. Presidential Award – Kenya
- iii. Machakos University Travelling Theatre
- iv. Environmental Club
- v. Karate Club
- vi. Scouts Association of Kenya – Machakos Chapter
- vii. University Choir

2.1.4 Financial Aid and Support

2.1.4.1 Undergraduate Bursary Scheme

Machakos University endeavours to create an environment where students from poor socio-economic statuses can learn and excel to achieve their degrees. Needy students who excel in their studies access bursaries and scholarships from the University and other development partners. However, we advise all our students to keep on top of their finances at all times.

2.1.4.2 Undergraduate Work Study Programme

Machakos University's Undergraduate Work Study programme offers an opportunity for students to work part-time on campus in jobs that accommodate their studies. The objectives of the Work Study program are to:

- i. Assist students in financial need with a regular source of income that does not add to their debt load
- ii. Offer students training and experience that will assist them in further studies and their eventual entrance into the workforce

To be eligible for the Work Study, a student must meet all of the following minimum criteria:

- Demonstrate a genuine financial need
- Enrolled for undergraduate degree on a full-time basis.
- Registered for at least six units in a semester.
- At least be in 2nd year of study
- Make satisfactory academic progress (maintain an average of grade B)

For further information about the Work Study Program, please contact the Office of Dean of Students.

2.1.5 Sports and Games

Sports and Games form part of students' activities in Machakos University. They are managed by a coordinator who works closely with the office of the Dean of Students. Students are encouraged to participate in games and sports. Machakos University offers the following disciplines:

2.1.5.1 Ball Games

- i. Soccer men and ladies
- ii. Basketball men and ladies
- iii. Hockey men and ladies
- iv. Handball men and ladies
- v. Volleyball men and ladies
- vi. Netball men and ladies
- vii. Rugby men

2.1.5.2 Indoor Games

- i. Table tennis
- ii. Lawn tennis
- iii. Badminton
- iv. Chess and Scrabble
- v. Darts

2.1.5.3 Athletics

Machakos University is affiliated to NaSoKUSA which is also affiliated to KUSA which is the Universities main sport's governing body.

Other services offered by the sports section include student's recreation and entertainment.

2.1.6 Machakos University Health Services unit

The Machakos University Health Unit is a key support section offering Diagnostic, Curative, Promotive and Preventive Health care services majorly to the students. Currently the Unit offers Outpatient services available from 8.00AM to 10.00 PM and Emergency care services after 10.00 PM, over weekends and during public Holidays. This is to ensure students are offered Medicare all the times.

2.1.6.1 Referral, Inpatient and Hospital Insurance Cover

- i. General or chronic cases which may not be immediately handled at the health services unit are referred to **Machakos Level 5 Referral Hospital** where the payments are done directly by parents and/or through N.H.I.F cover.
- ii. Inpatient admission to any health facility is the responsibility of the parent/guardian. Parents and guardians are expected to take over treatment of their sons and daughters once they are admitted outside the University.
- iii. It is mandatory at the beginning of every semester, students to provide documentary proof of the National Hospital Insurance Fund (N.H.I.F) or any other medical insurance cover acceptable to hospitals outside the University. Registration for the semester is not complete without this requirement.
- iv. Expectant students should inform the Head, Health Services Unit immediately and attend ante-natal clinic. They should vacate University hostel rooms three months to delivery. Babies are not allowed in the University hostels.

2.1.7 Machakos University Counseling Unit

Counseling and Mental Health Services are geared towards addressing students' personal or emotional challenges that get in their way and hinder them from realizing their full academic and personal potential. Students pursue counseling for a variety of reasons. Counseling addresses major life changes, such as relationships, managing mental health conditions, like depression, stress or suicidal thoughts. All counseling cases are treated with utmost confidentiality. Some of the services offered in the section include:

- i. Individual/Group Counseling
- ii. Training-peer Counseling
- iii. Career guidance
- iv. Pastoral Counseling

Contact: Counseling office: +254716696786;

Email: counseling@mksu.ac.ke

2.1.8 Machakos University Career Development Office

The objective of the Career Development Office is to provide an environment for student career development and prepare them for the world of work by assisting students in their job seeking process and companies in their selection process. The office organizes professional development programmes through talks, seminars and training sessions.

2.1.9 Machakos University Catering Services

The section is charged with the responsibility of co-coordinating the catering services in the University mess. Of special concerns is the provision of affordable and quality meals for students. Students are advised to familiarize themselves with the rules governing catering and kitchenette services that will be provided to them in the University mess.

2.1.10 Machakos University Accommodation Services

2.1.10.1 Residence on Campus

- i. The University has limited hostel accommodation. Admission into the University does not guarantee accommodation in the hostels.
- ii. The University Policy on accommodation gives priority to First Year undergraduate students sponsored by the government. The remaining bed spaces if any, are balloted for by the rest of the government sponsored students.
- iii. The students are served during the day by housekeepers and during the night by hostel night attendants.
- iv. The section has Rules and Regulations governing hostels that must be adhered to by all the students who are allocated accommodation. Failure to adhere to the rules will lead to disciplinary action.

2.1.10.2 Accommodation Regulations

- i. It is an offence for a student who has been allocated a room to sublet it to another student.
- ii. It is an offence for a non-resident student to rent a room from resident student.
- iii. It is an offence for resident student to host a stranger in the University hostel whether the stranger is a student of Machakos University or not.

The offences are punishable either by heavy fines, expulsion from hostels and suspension from studying at the University, or a combination of the three.

2.1.10.3 Paying for Accommodation

- i. Students are advised to pay for accommodation only after they confirm that they have been allocated rooms.
- ii. The accommodation fee is paid through the Machakos University bank accounts.
- iii. Money paid for accommodation is not refundable but can only be transferred to the tuition account or to meals if one fails to get a bed space in the hostels.

2.1.10.4 Non-Resident Students and out of Campus Accommodation

- i. Students staying off campus must register as non-resident students on the day of registration.
- ii. Students who do not secure accommodation within the campus are introduced to Hostel operators around the University who are recognized by the University. In case of any problem in the private accommodation, the student may seek help from the Dean of Students.
- iii. In case of a problem outside the university e.g. sickness, the students are advised to call the relevant office for assistance.

2.1.11 Machakos University AIDS Control Unit

The unit offers training in peer education and reproductive health. The vision is to have an HIV/AIDS free Africa while the emphasis is to create a movement of caring community amongst students that make informed and responsible choices regarding life and HIV/AIDS.

2.1.12 Machakos University People with Disability Services

Machakos University is committed to providing an environment where there is equality of opportunities and where Persons with Disabilities (PWDs) can enjoy a quality experience while studying or working in the University. Among other things, and in liaison with other offices, is mandated to:

- i. Coordinate and facilitate comprehensive quality services to students and staff with disability.
- ii. Sensitize the University community on matters affecting persons with disabilities.
- iii. Establishing links with other institutions, national and international organizations dealing with disability matters.
- iv. Gathering and disseminating relevant information on students, staff and visitors with disabilities to the departments and the university as a whole.

- v. Combat all forms of discrimination/ harassment against persons with disabilities.

2.1.13 Students Governance

The Machakos University Statutes provide for involvement of students in the governance of the University. This is done through the elected student leaders. The students of Machakos University are all, by definition, members of the Students Association of Machakos University (SAMU).

2.1.14 The needy and the Vulnerable

The Office of the Dean of Students is charged with the responsibility of identifying and assisting, or recommending for assistance students who are socio-economically vulnerable. This is done after authenticating the condition of need through mechanisms established by the University. While we welcome such students to come and share with us their conditions, there is no guarantee of doing everything needed by them.

The Dean of students recommends loan and where necessary bursary for eligible students from the Higher Education Loans Board (HELB). She/he recommends students to any other possible funding partners such as Foundations, the Ministry and Constituency Development Funds (CDFs).

3. OTHER SERVICES AND FACILITIES PROVIDED BY RELEVANT UNIVERSITY OFFICES

3.1 Machakos University Library Services

Machakos University Library plays a very central role in learning, teaching and research in the University. This is done through the provision and dissemination of personalized and specialized information service for academic excellence, quality education and innovative research. It holds a large collection of both print and electronic information resources. The print resources consist of journals and magazines, books and bound periodicals. In addition, the library subscribes to electronic databases which offer users full text electronic scholarly journal articles. It also has a rich collection of e-books accessible online. Students are advised to familiarize themselves with the library rules and regulations that will be provided to them once they visit the library.

3.2 Wireless Internet Access (WI-FI)

Machakos University provides free internet services to students through a network of Computer labs within the University. However, these cannot sufficiently cover all students at once. To address this, the University has invested in a wireless network (WI-FI) which enables the students access internet from various points within the University. To access the wireless service, one requires a laptop or a wireless enabled mobile phone.

3.3 Machakos University Directorate of Security Services

Machakos University is committed to the provision of security and safety to all the students on campus, together with the rest of the members of Machakos University Community. The University has a Security Directorate headed by a Director, Security Services, for effective and efficient functioning. The Directorate is manned by a motivated and professional workforce who is responsive to the safety and security needs of a fast growing University. In case of any security issues, students are advised to contact the Directorate through the Emergency number;

3.3.1 Student Safety and Security on Campus

Machakos University emphasizes that individual students take personal responsibility in ensuring their own security by being diligent and prudent.

3.3.2 The Safety and Security of Non-Resident Students

While on Campus during the day, Non-Resident students shall be guided by the Rules and Regulations governing student life on Campus. Most, but not all, of these non-resident students, however, stay in environs neighboring the University. These are generally safe for student residence and are occasionally patrolled by the National Security Police. However, the highest responsibility for the safety and security of the individual student lies in his/her own hands. The habits and character of an individual have a lot to do with his/her safety levels.

It is therefore upon every student residing outside the compound to:

- i. Avoid staying out late in the night.
- ii. Be in the company of some friends if one must be out late.
- iii. Avoid drunkenness and socializing in public places whose security cannot be determined.
- iv. Apply discretion in all circumstances.

Note: *The Law of the Land is fully operational outside the University premises, and must be adhered to by all citizens, students included.*

4. ACADEMIC MATTERS

4.1 Attendance of Lectures

The primary objective of enrolling at Machakos University is to study and graduate on schedule. Consequently, it is a crucial responsibility for the student to take their studies seriously by attending orientation, face-to-face tutorials and taking CATs and examinations.

4.2 Books and Accessories

A student is expected to purchase books and other accessories according to programme demand.

4.3 Programmes Offered in Machakos University

Machakos University is structured into nine (9) Schools offering various Certificates, Diplomas, Degrees and Postgraduate courses as shown below:

i. School of Agricultural Sciences

Under-Graduate Programmes

Bachelor of Science (Agricultural Education and Extension)

Bachelor of Science (Agribusiness Management)

Diploma Programmes

Diploma in Agricultural Education and Extension

ii. School of Business and Economics

Post-graduate programmes

Doctor of Philosophy (PhD) in Business

Doctor of Philosophy (PhD) in Human Resource Management

Master of Business Administration

Master of Science (Human Resource Management)

Master of Science (Finance)

Master of Economics (Policy Management)

Master of Economics

Under-Graduate Programmes

Bachelor of Commerce

Bachelor of Economics

Bachelor of Economics and Finance

Bachelor of Economics and Statistics

Diploma Programmes

Diploma in Business Management

Diploma in Procurement and Supply Chain Management
 Diploma in Sales and Marketing Management
 Diploma in Human Resource Management
 Diploma in Co-operative Management
 Diploma in Accountancy
 Diploma in Public Relations
 Diploma in Secretarial Studies and Office Management

Certificate Programmes

Certificate in Procurement & Supply Chain Management
 Certificate in Business Management

iii. School of Education

Post-graduate Programmes

Doctor of Philosophy (PhD) in Education
 Master of Education in Educational Administration and Planning
 Master of Education in Educational Communication Technology
 Master of Education in Early Childhood

Under-Graduate Programmes

Bachelor of Education (Arts)
 Bachelor of Education (Science)
 Bachelor of Education (Special Education)
 Bachelor of Education (Early Childhood Education)

Diploma programmes

Post Graduate Diploma in Education
 Diploma in Education (Science)
 Diploma in Education (Arts)

iv. School of Engineering and Technology

Under-Graduate Programmes

Bachelor of Science (Electrical and Electronic Engineering)
 Bachelor of Science (Mechanical Engineering)
 Bachelor of Science (Civil Engineering)
 Bachelor of Science (Computer Science)
 Bachelor of Science (Information Technology)
 Bachelor of Science (Telecommunication and Information Technology)

Diploma Programmes

Diploma in Electrical and Electronics Engineering
 Diploma in Motor Vehicle Engineering
 Diploma in Mechanical Engineering

Diploma in Building and Construction Technology
Diploma in Civil Engineering
Diploma in Information Communication Technology
Certificate Programmes
Certificate in Electrical and Electronics Engineering
Certificate in Motor Vehicle Engineering
Certificate in Mechanical Engineering
Certificate in Building and Construction Technology

v. **School of Environment & Natural Resource Management**
Under-Graduate Programmes

Bachelor of Environmental Studies- Environmental Resource Conservation
Bachelor of Environmental Studies-Community Development
Bachelor of Environmental Science

vi. **School of Health Sciences**
Under-Graduate Programmes

Bachelor of Science in Population Health
Bachelor of Science (Public Health)
Bachelor of Science (Food, Nutrition & Dietetics)

vii. **School of Hospitality and Tourism**
Under-Graduate Programmes

Bachelor of Science Hospitality and Tourism Management
Diploma Programmes
Diploma in Hospitality & Tourism Management
Certificate Programmes
Certificate in Hospitality and Tourism Operation

viii. **School of Humanities and Social Sciences**
Post-graduate programmes

Doctor of Philosophy (PhD), Applied Linguistics
Master of Arts

Under-Graduate Programmes

Bachelor of Arts
Bachelor of Science (Fashion Design and Marketing)
Bachelor of Science (Community Resource Management)

Diploma Programmes

Diploma in Community and Social Work
Diploma in Fashion Design and Marketing

ix. School of Pure and Applied Sciences***Post-graduate programmes***

Master of Science (Chemistry)

Under-Graduate Programmes

Bachelor of Science (Biology)

Bachelor of Science (Statistics and Programming)

Bachelor of Science (Mathematics and Computer Science)

Bachelor of Science (Mathematics)

Bachelor of Science (Analytical Chemistry)

Bachelor of Science (Applied Physics and Technology)

Bachelor of Science (Actuarial Science)

Diploma Programmes

Diploma in Science Laboratory Technology

4.4 Directorate of TVET

The mandate of the Directorate is to provide competence based training to Kenyan Youth for Individual development and sustainability. The Directorate was established to support the focus of the government in achieving the Big Four Agenda; Manufacturing, Housing, Health and Food Security. The Directorate offers programmes in Diploma, Craft and Artisan Certificates in Engineering, Business, Institutional Management, Liberal Studies, Applied sciences among others. Currently these programmes are examined by the Kenya National Examination Council (KNEC).

4.4.1 Full-Time Programmes

- i. Electrical and Electronics Engineering (Power, installation, Telecommunication & Electronics Options),
- ii. Building Technology, Civil Engineering
- iii. Welding and Fabrication (*Certificate Only*),
- iv. Masonry, Carpentry and Joinery, Plumbing (*Certificate Only*),
- v. Garment Making (*Certificate Only*),
- vi. Mechanical Engineering (Plant & Production Options),
- vii. Automotive Engineering
- viii. Food and Beverage (Production and Service),

- ix. Business Management,
- x. Cooperative Management,
- xi. Sales & Marketing,
- xii. Procurement & Supply Chain Management
- xiii. Human Resource Management,
- xiv. Information Communications Technology(ICT)
- xv. Library/Information Science
- xvi. Social Work and Community Development.
- xvii. Early Childhood Education
- xviii. Solar technology

All programs are for BOTH Certificates and Diplomas unless Stated

4.4.2 Short Courses

- a) National Industrial Training Authority
 - i. Electrical wireman
 - ii. Motor Vehicle Mechanic
 - iii. Motor Vehicle Electrician
 - iv. Arc Welding
 - v. Plumbing
 - vi. Masonry
 - vii. Dress Making
 - viii. Tailoring
 - ix. Hairdressing
 - x. Beauty therapy
 - xi. Carpentry
- b) Single and Group (Secretarial)

4.5 Admission and Registration

Upon arrival, each student will be expected to be registered as a student of Machakos University. Registration will be done at a specified venue and students will be expected to provide the following documents for verification:

- i. Original copies of letters offering them admission into the University.
- ii. Original and photocopies of their KCSE certificates/ results slips
- iii. Original National Identification Card or Birth Certificate
- iv. Proof of fees payment by presenting a bank deposit slip

A student's registration is activated through the proper submission of all required documents accompanied by payment of the required fees. A student admitted into a degree programme of Machakos University is expected to remain registered in

every semester until completing the programme. Any time a student wishes to be away from campus for more than two weeks he/she must receive authority from the Registrar (Academic and Student Affairs). Once admitted into the University, a student can only change his/her registration in course units within the first three (3) weeks of the semester.

4.6 Registration for each Semester

- i. A student is required to register for a semester he/she is taking units
- ii. Registration for each semester entails the following:
 - Payments of fees
 - Registration of units online
- iii. Registration for each semester must be completed within the deadlines set by the office of the Registrar (Academic and Student Affairs).

4.7 Online Registration

Machakos University operates an ABN System that involves:

- Activation of fees payment
- Entering of units online
- Student Portal

4.8 University Fees

All students shall pay the following Statutory fee per Academic year as approved by Senate from time to time: Tuition; Registration; Examination; Activity; Identification Card; Caution Money (payable once); Medical; Library fees and SAMU subscription. The total fees payable will be indicated in the fee structure provided.

All payments are to be made through deposits in any of the following Machakos University bank accounts:

| Account Name | Bank | Account Number | Branch |
|---------------------|-------------------------|----------------|----------|
| Machakos University | Kenya Commercial Bank | 1137145064 | Machakos |
| Machakos University | National Bank of Kenya | 01020078499400 | Machakos |
| Machakos University | Standard Chartered Bank | 0152016845602 | Machakos |

After depositing the money in the above accounts, pay-in-slips must be presented to the student finance, Machakos University for official receipt. The University will not accept cash, personal cheques, institutional cheques, money or postal orders.

4.9 Orientation

Orientation comprises of a series of events after registration of new students. The primary objective of these events is to familiarize the new students with the various systems, rules and regulations that concern the day-to-day life of a student of the University. The programme mainly comprises the advisory and welcome speeches by the Vice Chancellor, Deputy Vice-Chancellors, Registrars, Deans of Schools, Dean of Students and other service providers.

4.10 Inter / Intra School Transfer

A first year student who wishes to apply for inter/intra school transfer will apply using prescribed forms (available from the Office of Registrar (Academic and Student Affairs)) within the first two weeks of the semester for the process to be concluded by the end of the third week of the semester. The opportunity is only available to bona fide students of Machakos University. Students will be notified about the outcome of the applications through the respective Deans of schools.

4.11 Deferment

A duly registered student who wishes to defer will fill a deferment form for authorization by the relevant offices within two weeks for regular students and within the first week for Institutional Based Programme students after the registration deadline.

4.12 Registration for Continuing Students

Each student must register for every semester within dates set for registration. Each student will be expected to maintain registration until completing the programme unless she/he applies for deferment. Registration will be considered complete after the student has fulfilled financial requirements and registered for units online within the deadline given. Students are advised to confirm their registration from their student portal accounts.

Note: *Unit registration and online activation is a must for a student to be allowed to attend classes and sit for examinations.*

4.13 Withdrawal from a Unit

A student who wishes to withdraw from a unit will do so in the first three weeks of the semester by completing a withdrawal form. Failure to withdraw officially will lead to grade E at the end of the semester. The grade “E” will be awarded zero (0) score and will be included in calculating the final semester cumulative average score.

4.14 Unit Load

- i. A student will take a minimum of six and a maximum of eight units a semester.
- ii. A pre-requisite unit has to be passed before pursuing the next one in the level.

4.15 University Examinations

4.15.1 Examinations Regulations

All units shall be examined at the end of the semester in which they are taken. Only those students who are duly registered with the University shall be allowed to do examinations. Students are expected and strongly advised to attend all scheduled lectures. Each student must attend at least 2/3 of the lectures for a unit in a semester, to be allowed to sit for the examination in that unit.

Examinations shall consist of Continuous Assessment Tests (CATs) which shall contribute 30% and University Examinations which shall contribute 70%. However, CAT marks may be greater than 30% and will be specified in such programmes. CATs are compulsory. Failure to do CAT shall lead to fail in the unit. Where a course is solely of practical work, it may be examined wholly by continuous assessment and /or practical assessment. The pass mark, except in specified and uniquely acceptable programmes, shall be 40%.

Note: *Students are strongly advised to familiarize themselves with the requirements of each programme they register for.*

4.15.2 Examination Grading

Each unit shall be marked out of 100. The marks shall be translated into literal grades as follows: -

- A = 70 and above
- B = 60 – 69
- C = 50 – 59
- D = 40 – 49
- E = 0 – 39

4.15.3 Incomplete

- i. Letter (I) representing incomplete grade, is used at the end of the semester only and is not used during the withdrawal period.
- ii. It is assigned to a student who, because of reasons acceptable to the Senate is unable to sit the final examination, and whose work is in good standing.

- iii. Class attendance shall not be a requirement to complete the course.
- iv. The grade (I) will be considered failing if the work is not made up by the next relevant examination sitting. After this period the (I) will be changed to failing grade “E” i.e. = Zero score.

4.15.4 Supplementary Examinations

- i. Any examination in a unit taken by a candidate as a result of failing the unit at the first attempt is a supplementary examination;
- ii. Supplementary examination period shall normally be at the end of a year of study in which the unit is offered;
- iii. A candidate who fails in any unit, up to a maximum of four units at the ordinary examination shall be required to sit supplementary examinations in all the failed units during the supplementary period immediately following the ordinary University examinations in which he or she failed the units;
- iv. A candidate who fails a unit at the supplementary examination period shall be required to resit the examination during the next time the unit is offered at the ordinary examinations; and
- v. A candidate who fails a supplementary examination in any year of study during the supplementary examination period shall not be allowed to proceed to the next year of study but shall be required to re-sit the examination during the next time the unit is offered at the ordinary University examinations.

4.15.5 Academic Warning

A student who fails in more than half of the units taken in any one semester shall be given an Academic Warning (AW) by the respective Dean of School upon the recommendation of the Senate.

4.15.6 Discontinuation on Academic Grounds

- i. A student who fails in all units in any one semester will be discontinued.
- ii. A student whose cumulative failures after an academic warning from the previous semester are more than half the units taken in two consecutive semesters will be discontinued.
- iii. Appeal against discontinuation will be addressed to the Vice-Chancellor.

4.15.7 Practicum, Attachment and Teaching Practice

Practicum, attachment and Teaching Practice are a must for students taking degree programmes where they are requisite. While away on these courses, students are expected to conduct themselves in a manner befitting the good image and name of the university. Sufficient evidence of misconduct shall lead to appropriate disciplinary measures.

4.15.8 Examination Irregularities

A student who is involved in any examination irregularity shall be suspended immediately by the Registrar (Academic and Student Affairs) upon receipt of an incident report pending appearance before the Students Disciplinary Committee. The following shall constitute examinations irregularities:-

- i. passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination;
- ii. unauthorized possession of used or unused examination answer booklet(s) outside the examination room or unauthorized possession of used or unused examination answer booklet(s) inside the room, other than the one being issued for the particular examination;
- iii. possessing or having any unauthorized written, graphic or recorded material or otherwise, in the examination room;
- iv. copying and/or referring to other candidate's answer booklets or any other source e.g. parts of the body or clothing;
- v. possession of any notes recorded on paper, parts of the body or clothing;
- vi. possession of mobile phones, i-pads, electronic note book or any other electronic gadgets or source inside the examination room;
- vii. returning examination answer booklets with written answers after the examination;
- viii. plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own. This includes but is not limited to copying other candidates written, published or unpublished material;
- ix. disrupting the conduct of examinations;
- x. destroying evidence pertaining to examination irregularity;
- xi. failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet;
- xii. presenting oneself for an examination in a unit one is not registered for;

- xiii. claiming for marks in a unit one knows he or she did not register for and/or sit for the examination;
- xiv. writing on the examination question paper;
- xv. reading from another candidate's answers scripts or question paper;
- xvi. permitting other candidates to read or copy from one's answer scripts;
- xvii. impersonation of other candidates or being impersonated during an examination;
- xviii. deliberate failure or refusal to hand in the examination script at the end of the examination;
- xix. assaulting and/or threatening an invigilator in the course of duty;
- xx. involvement in and/or influencing tampering with examination data; and
- xxi. any other offence that is deemed to constitute an examination irregularity as per the Examinations Policy.

4.15.9 Penalties

A student found guilty of an examination irregularity by the Students' Disciplinary Committee shall be discontinued as per Statute LIII.

4.15.10 Appeal on discontinuation due to Examination Irregularity

A student who is discontinued due to involvement in an examination irregularity may appeal to the Vice-Chancellor against the discontinuation provided there is fresh evidence that was not availed during the disciplinary proceedings, and such appeal shall attract a fee as approved by the University Senate.

4.15.11 University Awards

4.15.11.1 Results Slips and Transcripts

- i. A student will be given a result slip by the Dean of School showing literal grades and the following letters indicated:-
 - a) Pass – P
 - b) Academic warning – AW
 - c) Incomplete – I
 - d) Supplementary – S
 - e) Discontinuation – DISC
- ii. Provisional results will be released by the respective Deans of Schools after the School's Board of examiners' meeting, pending approval by the Senate;
- iii. Upon a written request by the student, a transcript will be issued free of charge by the Registrar (Academic and Student Affairs) at the end of the degree programme;

- iv. Transcripts requested for **BEFORE** graduation will be issued at a fee of KES 200.00; and
- v. Additional copies of transcripts will be issued at a fee of KES. 200.00 per academic year.

4.15.11.2 Degree Classification

- i. The final classification of the degree program will be based on all the required units (core and electives) taken during the degree programme. The total number of units required for degree classification may vary from one School to another.
- ii. The total score will be based on cumulative score average to arrive at the following final classification.
- iii. 70-100% First Class Honours
- iv. 60-69% Second Class Honours (Upper Division)
- v. 50-59% Second Class Honours (Lower Division)
- vi. 40-49% Pass
- vii. 0-39% Fail

4.15.11.3 Letter of Completion

- i. upon request to the Registrar (Academic and Student Affairs), a letter of completion shall be issued before graduation to a student who has completed the degree programme and met entire financial obligation to the University; and
- ii. such a letter will be subject to alteration or change after final confirmation and approval of the results and will bear such a rider at the bottom to the effect.

4.15.12 Graduation

- i. only students who have completed and passed all the required number of units including practicum shall graduate; and
- ii. a student who intends to graduate should apply to the Registrar (Academic and Student Affairs).
- iii. The name in the Degree Certificate will be as in the Form Four Certificate.

4.15.12.1 Convocation/Alumni

Membership of Machakos University convocation is open to all persons who become graduates of Machakos University including Honorary Graduates. Machakos University convocation has two main objectives:-

- a) To maintain contact with the Machakos University alumni, informing them of the university's programmes with the hope that they will assist Machakos University in fulfilling its education goals; and
- b) To encourage members to continue their university friendship after graduation through social reunion activities. Active membership is maintained through payment of regular convocation dues.

5. OPPORTUNITIES FOR FURTHER STUDIES

The University offers opportunities for further studies as advertised from time to time by the respective Schools. However, further enquiries about postgraduate programmes can be made to the Dean, Graduate School.

6. DIRECTORATE OF QUALITY ASSURANCE

The Directorate of Quality Assurance is charged with the responsibility of handling all quality assurance issues in the university that would ultimately result in quality products and services. The overall objective of the Directorate of Quality Assurance is to promote high academic standards through maintenance and continuous enhancement of quality of academic Programmes.

7. GENERAL RULES AND REGULATIONS GOVERNING STUDENT CONDUCT AND STUDENT DISCIPLINARY PROCEDURES

Machakos University students are expected to display exemplary conduct and to uphold the good name and image of the University. To this end, the students are called upon to observe proper discipline in all areas of life; whether within or without campus, whether in the hostels, fields, classrooms or examination rooms. All students are expected to conduct themselves in accordance with the rules and regulations governing the conduct of the students. These rules and regulations are formulated in accordance with the Machakos University Statutes.

Note: *Being a student of Machakos University does not preclude one from the State Law. Contravention of the laws of the land will be handled, in addition to the University regulations, by the State Law organs.*

7.1 Regulations Governing Student Conduct

7.1.1 Responsibility for University Property and other Peoples Property

Property is sacrosanct and is to be respected whether private or public. In this respect, all students are expected to respect all University property, their fellow students' property and any other property. It shall be a serious offence for any student or group of students to damage University, individual or public property resulting from misuse or willful destruction of such property.

7.1.2 Theft

Any student who engages in theft or is found in possession of University or other people's property will be held responsible.

7.1.3 Hosting Undesirable Persons

It shall be an offence for any student or group of students to collaborate and/or host undesirable persons.

7.1.4 Fire Fighting Appliances

Firefighting appliances are critical for the safety of the students in the various building in Campus. They should not be tampered with or taken away from where they are installed. It shall be an offence and against University regulations to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

7.1.5 Noise

Students are entitled to a serene environment devoid of distractive noise and disturbances. It shall be an offence against University regulations to create unreasonable/offensive noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

7.1.6 Abuse, Harassment and Fighting

The University is a community of scholars where decent, civil behaviour and rule of law are paramount. Behaviour that contradicts this expectation, for instance; fighting, beating others, harassment of all manner, use of abusive language and threats are prohibited.

7.1.7 Processions and Demonstrations

It shall be a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way be involved in

any demonstrations, gatherings or processions or in any ceremonies for which permission has not been obtained from the University or Government authorities. It shall also be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

7.1.8 Incitement or Disruption of Programmes

All students' issues shall be addressed through the laid down framework, specifically the elected students' leadership. A student or group of students who gather and addresses other students without following due procedures will be breaching the University rules and regulations. It shall be a serious offence for a student or group of students to incite other students to go on strike or/and plan to disrupt the smooth running of university programmes.

7.1.9 Drunkenness

Whereas consumption of alcohol is in itself not prohibited, it is to be taken with moderation and in accordance with the law which stipulates the age, time and place and manner of drinking. It is thus gross misconduct to be drunk and disorderly, disturb peace and harass fellow students or other people.

7.1.10 Possession and Abuse of illegal Drugs

It is a serious offence to possess, peddle or take illegal drugs.

7.1.11 Correspondence

Correspondence to the press or other mass media by members of the student community in their individual capacities shall bear their individual names and their private addresses. No student shall make any public statement on behalf of the Student Association or other societies on matters affecting the University except the Student Leadership after consultation with the Vice-Chancellor. Correspondence by individual students or by officials of the Students' Organizations (including students' societies) to representatives of foreign Governments or other sponsoring bodies shall be sent through the office of the Dean of Students who in consultation with the Vice-Chancellor, will forward as appropriate.

Invitation to Government officials, representatives of foreign governments or other public persons shall be done by the relevant University officer with approval of the University Management.

7.1.12 Notice Boards

Notice boards are official media of communication to the students and University community by designated officers or student association officials. It shall be an offence for students to post non-officials materials on the notice boards. Officials of groups who need to post notices will do so in consultation with the Dean of Students.

7.1.13 Abuse of Internet and Social Media

It shall be an offence under the State Law and University rules, regulations and policies for a student to abuse or misuse internet and social media (Facebook, Twitter, etc.).

7.1.14 Motor Vehicle

Students are not allowed to keep motor vehicles on University premises without written permission from the Registrar (Administration & Planning). Such permission will not be given without proof of a current driving license, a valid road tax/license and a current certificate of insurance. Such permission may be denied or withdrawn without assigning any reason thereof.

7.1.15 Impersonation

It shall be an offence for a student to impersonate another or to be impersonated by another during the examination process or any other process/activity.

7.1.16 Disciplinary Authority, Procedures and Penalties for General Offences

Pursuant to Schedule IX on Rules and Regulations Governing the Conduct and Discipline of Students of the University, the Vice-Chancellor in consultation with the Senate may decide to close the University indefinitely following students' disruptions of normal activities, provided that essential services will continue to be delivered.

During the reopening or readmission, the University shall come up with appropriate measures or actions necessary for proper operation of rules and regulations set out herein. The University may request parent or guardian as indicated in the student's file to accompany of his/ her student during the reopening or readmission. This request shall be made in an effort to engage the parent, guardian or next of kin as stakeholders in providing solutions to problems leading to the closure of the University as well as supporting the individual student's development, academic success, and well-being.

A student or students breaching the rules and regulations governing their conduct will be summoned to appear before the Student Disciplinary Committee where they will be given an opportunity to be heard. On general offences, the Committee will make decisions and recommend appropriate penalties depending on the gravity of the offence(s).

The penalties will include:-

- i. Letters of warning which will be carried in the Student's file.
- ii. Payment of damages.
- iii. Suspension from the University for a Specific Period.
- iv. Expulsion from hostels.
- v. Expulsion from the University.
- vi. A combination of any two or more of the above.
- vii. Any other penalties as the committee may deem fit.

A student not satisfied by the verdict of the Student Disciplinary Committee may appeal to the Vice-Chancellor through the address;

The Vice Chancellor
Machakos University
P.O Box 136-90100
Machakos

For more details on student matters and related information, please contact the relevant office indicated in the Directory below.

STUDENT AFFAIRS DIRECTORY

Deputy Vice-Chancellor (Academic & Student Affairs)

Office Mobile: +254 737 434 500
+254 708 390 194

Email: dvcacademic@mksu.ac.ke

Dean of Students Office

Mobile: +254 792 561 580

Email: deanofstudents@machakosuniversity.ac.ke

Health Services

Mr. Richard M. Kimeu

Office Mobile: +254 776 016 884

Email: healthunit@mksu.ac.ke

Games & Sports

Mr. David M. Ivivi

Official Mobile: +254 792 561 580

Email: davidmacharia@mksu.ac.ke

Catering Services

Ms. Lennah M. Kioko

Office Mobile: +254 792 561 580

Email: catering@mksu.ac.ke

Registrar (Academic & Student Affairs)

Office Mobile: +254 714 206 730

Email: registrar-asa@mksu.ac.ke

Director, Security Services/ University Police Post

Office Mobile: +254 735 263 226

+254 721 489 158

Email: security@mksu.ac.ke

Counselling Services

Ms. Caroline Mutua

Office: +254 792 561 580

Email: counseling@mksu.ac.ke

Housekeeping & Accommodation

Ms. Rebecca M. Muema

Office Mobile: +254 790 950 147

Email: housekeeping@mksu.ac.ke


Information Desk

P.O. Box 136 – 90100, Machakos, Kenya

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For more information, contact:
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