



ISO 9001:2008

MOI UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR
(STUDENT AFFAIRS)

ALUMNI OFFICE

VISION: To be a leader in promoting and developing the university in the community, nationally and internationally.

MISSION: To enhance participation of Alumni members in assisting the university in the promotion and development of curricular and co-curricular activities by using their talents and resources to achieve national and international image.

CORE VALUES: Dedication, Team Spirit, Effectiveness and Efficiency

Service Charter

The Alumni Office is committed to providing the following services effectively and efficiently.

No.	Service Rendered	Client Requirement	Charges (Ksh)	Timelines
1.	Registering graduates	Personal and occupational data	Free	5 min
2.	Provision of Graduate statistics	Approval from DVC (R&E)	Free	30 min
3.	Conducting Graduate Professional Mobility	Occupational data	Free	Continuously
4.	Recruitment of members to Alumni Association	Depending on category of membership	1,000-30,000	10 min
5.	Maintaining and Updating Alumni Data Bank	Complete Personal Details	Free	Continuously
6.	Selling promotional items	Staff ID, Payslip and / Cash	As per the items	10 min
7.	Collecting and sending academic certificates to International Alumni	Passport, Student Reg. NO. and letter of authorization	Postal rates	Depending on the country
8.	Information about University's Programmes & Alumni Association Activities	Upon request	Free	20 min

APPROVED BY: _____


MS. ELIZABETH CHEPTOO
ALUMNI OFFICER

27/09/2017
DATE