



## Introduction

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Graduate School is responsible for establishing and maintaining postgraduate studies records, examined thesis and research projects both in hard and soft copies. We are guided by the University of Nairobi Records Management Policy, Research Policy, Anti-plagiarism Policy and Open Access Policy.

Internally, GS maintains various records for different purposes. Mr. Francis Ngiria is the head of the records department at the Graduate School. The list below shows various records;

	<b>RECORD NAME</b>	<b>PURPOSE</b>
1	File Movement register	For recording daily movement of student personal files
2	Thesis Submission register	For recording details of theses submitted for examination a
3	Project Report Submission register	For recording project reports submitted by masters and PGD graduation
4	Full time Applications register	For recording all full time applications received for forwarding Faculties/Schools/Institutes/Centre
5	Stationery Issuance register	For recording all stationery issued to members of staff
6	Overtime register	For recording overtime hours worked by members of staff
7	Mail Delivery document	For recording daily mail
8	Incoming/Outgoing document	For recording all incoming/outgoing documents fro/to other
9	Award letter register	For recording all award letters forwarded to the Examination preparation of graduation lists
10	Certificate of Corrections register	For recording all Certificates of Correction from the supervisor Chancellor for approval

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