



ANNUAL REPORT ON CORRUPTION PREVENTION AT THE UNIVERSITY OF NAIROBI FOR THE YEAR 2011-2012

1. The University of Nairobi Corruption Prevention Plan was first drawn and adopted in the year 2004. A number of risk assessment reviews have been carried out culminating in the current 2011/2012 Plan.
2. There has been an additional University of Nairobi Corruption Prevention Committee since June 22 2010 when nine (9) University of Nairobi Corruption Prevention Committees were officially launched by the then Acting Director of the defunct Kenya Anti-Corruption Commission (KACC), now Ethic and Anti-Corruption Commission (EACC), Dr. John Mutonyi, hence making the total number of the University Corruption Prevention Committees to be Ten (10).
3. There are Ten (10) Corruption Prevention Committee in the University led by the University Central Corruption Prevention Committee chaired by the Vice-Chancellor.
4. That since August 2 2010 when the University of Nairobi Central Corruption Prevention Committee held its inaugural meeting under the chairmanship of the Vice-Chancellor, there has been tremendous progress made in the fight against corruption by implementing the strategies adopted by the said University of Nairobi Central Corruption Prevention Committee and cascading the same to the other nine (9) corruption Prevention Committees of the University of Nairobi.
5. The Ten (10) University Corruption Prevention Committees have had monthly and quarterly meetings going by a schedule of monthly and quarterly meetings (2011/2012) recommended and cascaded from the University of Nairobi Central Corruption Prevention Committee schedule of monthly and quarterly meetings.
6. The corruption prevention committees have continuously carried out risk assessment whereby corruption prone areas in their respective areas were identified and the prescribed appropriate strategies to eliminate corruption in such areas put in place.
7. The University has endeavoured to build capacity and anti corruption awareness through workshops and seminars that were held throughout the year for several departments/units both in the central administration units and at the colleges as attached.....**DOC A**
8. The University has sixty one (61) trained Integrity Assurance Officers drawn from all the colleges and departments and who continuously sensitize other members of staff and provide technical guidance to the corruption prevention committees.
9. All the Corruption Prevention Committees have acquired and placed Corruption/Complaints Reporting Boxes strategically throughout the colleges, departments and units and Hotlines to aid in the fight against corruption at the University.

10. The University has telephones/ mobile phones dedicated for reports/complaints on corruption as listed below: -
- i. The College of Humanities and Social Sciences; **0703 322 666**
 - ii. The College of Agriculture and Veterinary Sciences; **0704 655 262, 0704 655 276 and 0704 655 263.**
 - iii. The Central Administration; **0727 686 300.**
 - iv. The Student Welfare Authority; **020-232 351 1.**
 - v. The College of Biological and Physical Sciences; **020-266 711 4.**
 - vi. The College of Architecture and Engineering; **020-231885 5.**
 - vii. The College of Education and External Studies; **020-252 716 1 and 0703 634 415.**
 - viii. The College of Health Sciences; **0788 262 407**
11. The University Oversight Committee under the Chairmanship of the Vice-Chancellor and comprising of all the Deputy Vice-Chancellors, all the College Principals, Deputy Principals, the Chief Legal Officer who also sits on the Committee as the Program Officer, two Program Analysts and several heads of departments who sit in attendance, has held a total of five (5) meetings giving guidance to the University Corruption Prevention Committees.
12. That copies of the Resource Manual on Corruption Prevention in the Public Service have been provided to members of the Corruption Prevention Committees to assist in the sensitization and training of staff on integrity matters.
13. All the Corruption Prevention Committees' members have continued to watch the Integrity Testing Program (ITP video) during their respective monthly and quarterly meetings where issues related to the elimination of corruption in the University of Nairobi were discussed at length.
14. All cadres of staff through their respective colleges/ units' corruption prevention committees have continuously watched the Integrity Testing Program video and discussed Integrity and other related issues.
15. The University of Nairobi has continuously carried out the Internal Integrity Testing program on corruption prone areas and members of staff are aware of the said exercise.
16. The University of Nairobi has commended and rewarded staff members who have served the University with distinction for a continuous period of forty (40) years and above. The first batch of four (4) was awarded on **July 8 2011.**
17. While using the format prescribed by the Kenya Anti Corruption Commission, the University has already submitted three (3) Quarterly Reports as required under the Performance Contract for the Contract year 2011 - 2012.

The University has implemented anti corruption strategies in the following key areas;

I. Human Resource

- a. The following policies have been developed and are operational as follows:
- The University of Nairobi Anti Corruption Policy,
 - The Code of Conduct and Ethics for Public Universities
 - The University of Nairobi Staff Code of Conduct and Ethics.
 - Recruitment and Selection Policy
 - Policy on staff Training, Promotion & Establishment (The Kagiko Report)
 - Staff Training and Development Policy
 - Disability Mainstreaming Policy
 - Gender Policy
 - Maintenance Policy
 - HIV/AIDS Policy
 - Research Policy
 - ICT Policy
 - Records Management Policy
 - Intellectual Property Policy
 - Prevention of Alcohol & Drugs Abuse Policy
- b. The University continually updates policies on the University intranet.
- c. Members of staff who contravene policies are usually suspended and subjected to the disciplinary committee. For those who are found to be guilty, appropriate penalties are meted out including termination of service.
- d. The University complies with the government directive and the National Cohesion and Integration Act, No. 12 of 2008 to continuously conduct Ethnic Audit on its staff members to guarantee ethnic balance.
- e. The Declaration of Income, Assets and Liabilities is conducted every two (2) years as prescribed in the Public Officer Ethics Act, 2003.

II. Information and Communication Technology

- a. The Information and Communication Technology Centre (ICT Centre) made improvements on the ICT security procedures by the provision of personalised passwords to staff members and students who are allowed to access specific information as required.

- b. A major ICT networking project at the College of Agriculture and Veterinary Sciences worth Twenty One Million Shillings has now been completed.
- c. Reliance on manual operations has been greatly reduced with the introduction of;
 - A system that manages information regarding students is fully operational; *Student Management Information System (SMIS)*.
 - A system that allows students to book for accommodation online is already operational: *Student Welfare Authority (SWA online room booking System)*, and the *Catering Management System* are already operational.
 - A system that allows for students who would like to join the universities to submit their applications online; *Online Application System* is fully functional.
 - A system allowing students to access information regarding the Joint Admissions Board; *Joint Admissions Board System* is already operational.
 - A system allowing student to study online in designated hot spots is already operational; *E-Learning System*.
 - A system that manages human resource issues for staff members is in place and fully operational; *Human Resource Management Information System (HRIMS)*.
 - A system enabling the Personnel Division to carry out the appraisal of staff members online; *Staff Appraisal System* and the *Performance Management Information Systems* are already operational.
 - A system enabling staff members to apply for leave online; *Online Leave Application Processing System (OLAPIS)* is operational.
 - A system enabling members of staff to access information on the education fund; *Staff Education Fund System* is fully operational.
 - A system that shall assist the Transport Department to effectively manage the fleet (*Road Base Fleet Management System*) has been developed and is now awaiting to be implemented.

III. Financial Management

- a. The University has a policy on the management of donor funds, namely the *University of Nairobi Policy on Donor Funds for Research*.
- b. The University through the policy ensures there is no mismanagement of research funds. In the event of any contraventions or failure to account, the amount is deducted directly from the staff member's salary.
- c. The University has procedures that ensure sound financial management of funds. These include inter alia: -
 - University of Nairobi Act, Cap. 210
 - The Finance Act
 - The Financial Regulations.
 - Financial Information Management System. (FIMS)
 - Fiscal Management Act, 2009.

- State Corporation Act Cap. 466.
- Public Audit Act, 2003.
- The Exchequer and Audit Act.
- Value Added Tax Act, Cap. 476.
- Income Tax Act.
- Internal Audit Section that prepares monthly financial reports which are forwarded to the University management.
- The Authority to Incur Expenditure. (A.I.E.)
- University Management Information System.
- International Financial System.
- International Financial Reporting Standards
- Retirement Benefit Act No. 3 of 1997.
- Insurance Act, Cap 487.
- Higher Education Loans Board Act, Cap 213A.

IV. Records Management

- a. The University of Nairobi developed a Records Policy that is operational but is awaiting the official launch.
- b. The University through the office of the Records Manager implements the Records Management Programme through which;
 - Records surveys are conducted.
 - Reviews on the classification and indexing schemes of records are done.
 - Tools to control records are put in place in the registries.
 - Draft retention schedules are in place.
 - An appraisal of closed records is done.
 - Records disposal lists are kept.
 - Valuable records are transferred to the archive.
 - Several seminars and workshops on records management are conducted continuously in Colleges, Schools, Institutes, Departments and Units.

V. Procurement

- a. The department has qualified personnel who are in charge of the various functions in the procurement process.
- b. The University has all the relevant units as required by the Public Procurement and Disposal Act, 2005.
- c. The University has the following committees whose members have been duly vetted;
 - Tender Committee.
 - Tender Opening Committee.
 - Procurement Committees.
 - Technical Evaluation Committees.
 - Inspection and Acceptance Committee.
 - Disposal Committees.
- d. All the committees are required to keep minutes for all their meetings and submit quarterly reports for all activities undertaken which are available for reference.

- e. In compliance with the Act, the University keeps procurement records for a period of six (6) years from the date of execution of the resulting contract/transaction.
- f. The University follows all the procedures as prescribed under the Act.

VI. Academic Division

- a. The University has the following procedures put in place to ensure that its core functions of Teaching and Examination are carried out as required: -
 - Procedure for Graduation (UON/OP/09)
 - Procedure for Management of Examinations (UON/OP/07)
 - Procedure for Admission (UON/OP/16)
 - Procedure for Management and Transfer of Credit (UON/OP/13)
 - Procedure for Student Disciplinary Matters (UON/OP/14)
 - Procedure for Management of Accreditation
 - Procedure for Management of Inaugural Lectures
- b. The Procedures are strictly followed and any contraventions dealt with strictly under the appropriate disciplinary committee.
- c. There is continuous sensitization of invigilators, examiners and students on strict observance of examination regulations.
- d. The University adheres to Examination Regulation on invigilation and the recommended Staff to Student ratio is 1:50.

VII. Real Asset Management

- a. The University through the Estates Department has processed to completion twenty (20) title deeds for various University lands and the process for the remaining three (3) titles is underway.
- b. The University complies fully with the various government policies, regulations and statutes that govern the management of real estate property in Kenya.
- c. The University has initiated the process of fencing the land at Kasarani and the contractor has already completed 80% of the perimeter wall and the remaining part shall be completed *in the course of the year 2012*.
- d. The University of Nairobi is developing a sports facility and an extra mural centre for the College of Education and External Studies at the said parcel of land situated in Kasarani, Nairobi at a cost of Kshs. 10 Million.
- e. The University has complied with the provisions as relates to the Estates Department's mandate: -
 - Government Lands Act, Cap. 280
 - Rating Act, Cap. 267
 - Factories Act, Cap. 514

VIII. Management of Farms and Farm Produce

- ✓ The University carried out risk assessment in relation to the management of the University farms and put in place strategies to curb corrupt activities as follows;
 - *Farm Produce:* The risk of losing farm produce has been curbed by carrying out increased surveillance of the farm produce by the College of Agriculture and Veterinary Sciences Principal, the Farm Manager, the College Registrar, Internal Auditor and the College Security Officer.
 - *Stores Management:* The University through the Farm Manager, College Registrar, Internal Auditor and the College Security Officer ensure that stock movement is recorded and that incoming stock is formally accepted by an Inspection and Acceptance Committee.
 - *Sale of Horticultural Produce:* The University through the Farm Manager, the College Registrar, the Internal Auditor and the College Security Officer ensure that all the produce is weighed upon harvest and recorded in the Farm and Kiosk register.
 - *Accounting for Milk:* The University through the Farm Manager, the College Registrar, the Internal Auditor and the College Security Officer ensure that milk records for both production and sales are kept.
 - *Accounting of farm animals:* The University ensures that daily records for all animals in the College farms are maintained in a register through the Farm Manager and supervised by the Security Officers.
 - *Disposal of dead/ deceased farm animals:* The University through the Farm Manager ensures that post mortem reports are kept for all deceased farm animals.
 - *Weighing of farm animals:* The University ensures that the weighing of animals before sale has been sustained in order to ensure that the farm obtains the appropriate weight before sale.

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