



UNIVERSITY OF NAIROBI
COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES
SCHOOL OF MATHEMATICS

SCHOOL COMMITTEES - 2015/2016

The School of Mathematics at the University of Nairobi is responsible within the University for the development of the Mathematical Sciences. It has an excellent research reputation, a strong, demanding program of graduate study in Pure Mathematics, Applied & Industrial Mathematics, Statistics & Operations Research and Actuarial Science & Financial Mathematics; and a full range of excellent undergraduate course offerings. The School has approximately 48 academic staff with research interests in virtually every area of Mathematics, committed to conducting high quality relevant research, training and consultancy; and continuously produces holistic graduates who meet the needs of the market. The School takes pride as the current overall coordinating centre for EAUMP and the linkages with ISP, IMU, ICTP, CIMPA, ASSA, TASK, AEN, IBS, among other organizations.

The School is structured into academic divisions for the purposes of organizing and coordinating teaching and research throughout the university. The actual organization of the teaching and research is the duty of the Heads of the individual Divisions. The School is headed by a Director assisted by Heads of Divisions. The School activities are managed by School Committees. Overall authority rests with the School Board, which has to approve all major decisions or recommendations made in the School, and in particular those made by the committees.

Below is a list of committees, committee memberships and roles in the School of Mathematics.

1. MANAGEMENT COMMITTEE.

Prof. P. G. O. Weke	Director
Prof. G. P. Pokhariyal	Applied & Industrial Mathematics
Prof. M. M. Manene	Statistics & Operations Research
Prof. J. M. Khalagai	Pure Mathematics
Prof. R. O. Simwa	Actuarial Science & Financial Mathematics
Administrator	

Responsibilities of Management Committee: This is a high-level committee that advises the school board on quality management and enhancement strategy. Serves as a primary advisory committee to the Director on all aspects of school business. In particular:

- a) Coordinate administrative activities
- b) Perform annual evaluation of the school
- c) Help formulate School policy and monitor the observance and implementation.
- d) Advise the School about long range planning and hiring of human resource, overview of actions that will advance the School in all aspects of its mission.

2. ACADEMIC AFFAIRS COMMITTEE.

Mr. C. Achola	Chairman
Prof. P.G.O. Weke	Director
Prof. J. Khalagai	Pure Mathematics
Prof. G. P. Pokhariyal	Applied & Industrial Mathematics
Prof. M. Manene	Statistics & Operations Research
Prof. R. O. Simwa	Actuarial Science & Financial Mathematics
Prof. W. Ogana	
Dr. C. Nyandwi	
Dr. D. M. Maingi	
Dr. P. O. Ngare	
Administrator	

Responsibilities of Academic Affairs Committee: This is the committee in-charge of all academic activities of the school. It serves to:

- a) Assign the teaching load for all academic programmes
- b) Advise on review and creation of new academic programmes
- c) Monitor the quality of academic instruction and output of the school.
- d) Advise on staff support and development
- e) Examine the admissibility of students to various programs in the school including undergraduate majors.
- f) Propose part-timers (internal and external) and make sure they satisfy the requirements of the university.
- g) Suggest names of invited professors.

3. FINANCE AND APPROPRIATION COMMITTEE.

Prof. R. O. Simwa	Chairman
Dr. F. Njui	
J. N. Ongaro	
Ms. R. Sarguta	
Administrator	

Responsibilities of Finance and Appropriation Committee: This committee is responsible for maintenance of the fiscal stability and long-term economic health of the school. In particular, its role is to:

- a) Prepare and give statement of financial situation of the school regularly.
- b) Propose measures to generate more funds for the School.
- c) Ensure transparent and equity in distribution of funds.
- d) Prepare the budget for the school based on the priority areas identified by each committee.

4. TIMETABLING AND ROOM ALLOCATION COMMITTEE.

Dr. J. I. Mwaniki Chairman
Dr. T. Kamanu
J. Ongaro
Administrator

Responsibilities of Timetabling and Room Allocation Committee: This committee is responsible for all timetable schedules and room booking for the school. The main responsibilities include to:

- a) Prepare and ensure teaching and examinations timetables are out on time and there's no clash in teaching rooms.
- b) Ensure better accessibility of timetables
- c) Encourage staff participation in developing the timetable.
- d) Ensure allocation of appropriate teaching facilities.
- e) Ensure the teaching equipment/materials are available.

5. RESEARCH AND CONSULTANCY COMMITTEE.

Dr. N. O. Owuor Chairman
Dr. D. Maingi
Dr. P. O. Ngare
Dr. J. W. Kagunda

Responsibilities of Research and Consultancy Committee: This committee is responsible to ensure the implementation of the policy for research and consultancy. Their duties include:

- a) Coordinate staff research activities in the School.
- b) Promote collaboration and interdisciplinary research.
- c) Evaluate quality and standards of research within the school.
- d) Promote undergraduate and postgraduate research.
- e) Help with formulation of research groups in the School
- f) Facilitate training to enhance research capabilities.
- g) Encourage attendance of conferences.
- h) Help prepare workshops and conferences.
- i) Develop a policy for research for the School.
- j) Keep track of research activities in the school.
- k) Identify national or county problems which can be solved.

6. OUTREACH AND SERVICE TO COMMUNITY COMMITTEE.

Prof. G. P. Pokhariyal Chairman
Prof. J. Khalagai Pure Mathematics
Prof. M. Manene Statistics & Operations Research
Prof. R. O. Simwa Actuarial Science & Financial Mathematics
Prof. JAM Ottieno Statistics & Operations Research
Mr. C. Achola
Dr. J. H. Were
Dr. C. Nyandwi

Dr. J. Muriuki
Dr. D. Maingi
Dr. J. Katende
Dr. J. I. Mwaniki
Dr. J. Ndiritu
Ms. I. Orowe
Ms. R. Sarguta
Administrator

Responsibilities of Outreach and Service to Community Committee: This committee serves as an advisory committee to the school board on matters pertaining to outreach and community service. Among its functions they;

- a) Initiate activities that promote mathematics (for teachers and students e.g. mathematics clinics).
- b) Organize visits to schools and colleges.
- c) Identify talented students in mathematics and promote activities committed to proper placement of these students.
- d) Find ways of designing content based mathematical programs to strengthen mathematics instruction and application.
- e) Create awareness and appreciation of the role of mathematics in industry and society.
- f) Participate in exhibition as required by the School.

7. PROGRAMME COORDINATORS.

Dr. S. Moindi	Faculty of Arts
Dr. N.O. Owuor	School of Economics
Dr. A. Wafula	CEES
Mr. E. Gitau	Bridging in Mathematics
Dr. S. Luketero	Engineering
Dr. G.O. Muhua	CBPS/ODL
Dr. J. Muriuki	Pharmacy/Pre-Clinicals
Mr. C.M. Ikinya	SCI/ADD
Mrs. E. Muriuki	CBPS/KSC

Responsibilities of Programme Coordinators: Programme coordinators serve as a liaison between the school and the relevant colleges/faculties/schools. Their responsibilities include:

- a) Attend the relevant board meetings and address logistical issues within the relevant colleges.
- b) Coordinate service teaching in the relevant colleges/faculties/schools.
- c) Ensure proper time schedules and harmonization of timetables.
- d) Coordinate course registration in the relevant colleges.
- e) Prepare regular reports with arguments perceived need examination and change in the relevant departments.
- f) Maintain a database of examination results of the courses taught in the relevant colleges.

8. EXAMINATIONS AND REGISTRATIONS COMMITTEE.

Prof. G.P. Pokhariyal	Applied & Industrial Mathematics
Prof. J. Khalagai	Pure Mathematics
Prof. M. Manene	Statistics & Operations Research

Prof. R. O. Simwa	Actuarial Science & Financial Mathematics
Dr. P. O. Ngare	Actuarial Science & Financial Mathematics
Dr. S. Luketero	Engineering
Dr. J. Mile	Engineering
Dr. J. Muriuki	Pharmacy/Biochemistry
Dr. S. Moindi	Faculty of Arts
Dr. N. O. Owuor	School of Economics
Dr. G. O. Muhua	CBPS/ODL
Mr. C. Ikinya	ADD/SCI
Mrs. A. Wang'ombe	Overall Coordinator
Ms. C. A. Ogutu	Coordinator
Dr. J. Ndiritu	Year One
Mrs. I. Orowe	Year One
Ms. F. Mwangi	Year Two
Dr. B. Nzimbi	Year Two
Dr. J. Katende	Year Three
Mr. O. Rao	Year Three
Dr. D. M. Maingi	Year Four
Dr. J. I. Mwaniki	Year Four
Ms. R. Sarguta	Year Four
Dr. A. Wafula	CEES
Mrs. E. Muriuki	CBPS/KSC
Ms. L. A. Musiga	
Mr. D. Bundi	
Administrator	

Responsibilities of Examination and Registration Committee: Examination and registration committee is responsible for facilitating student course registration and developing strategies in regard to review and evaluation of assessment schemes. In particular:

- a) Ensure proper interaction between internal and external examiners.
- b) Advise students (e.g. undergraduate majors) on various options available in the school.
- c) Make sure external examiners' recommendations are made public to the school board.
- d) Ensure exam marking and reporting is done on time.
- e) Advise the school board on efficient systems for marking exams.
- f) Produce proper documentation for undergraduate and postgraduate students e.g. guidelines handbook.

9. STAFF WELFARE COMMITTEE.

Dr. F. Njui	Chairman
Prof. W. Ogana	
Dr. C. Abungu	
Dr. J. H. Were	
Dr. C. Nyandwi	
Dr. J. Muriuki	
Mr. C. Ikinya	
Dr. J. Okwoyo	
Dr. J. W. Kagunda	
Administrator	

Responsibilities of Staff Welfare Committee: This committee works for the benefit and welfare of the general staff and provides a channel for us to interact with each other. Their main priority shall be to:

- a) Arrange for extra-curricular activities for all members of staff.
- b) Ensure favorable working environment for members of staff.
- c) Coordinate benevolent fund for the members of staff.
- d) Arrange for regular casual meetings for all.
- e) Mentor and orientate junior members of staff.
- f) Organize the annual event in which awards and accomplishments of school members are announced
- g) Ensure the school has staff coffee room for all members of school.

10. STUDENT COUNSELLING AND MENTORSHIP COMMITTEE.

Mr. C. Achola	Chairman
Prof. G.P. Pokhariyal	Applied & Industrial Mathematics
Prof. J. Khalagai	Pure Mathematics
Prof. M. Manene	Statistics & Operations Research
Prof. R. O. Simwa	Actuarial Science & Financial Mathematics
Mrs. E. Muriuki	
Dr. C. Nyandwi	
Dr. B. Nzimbi	
Dr. J. I. Mwaniki	
Dr. J. Katende	
Dr. A. Wafula	
Dr. H. Bhanderi	
Ms. R. Sarguta	
Mr. A. Mureithi	
Ms. A. Wang'ombe	
Administrator	

Responsibilities of Student Counselling and Mentorship Committee: The committee serves to ensure that all students traverse through the process of university education smoothly and attain success. Their duties include:

- a) Provide a link between students and dean of students.
- b) Identify talented students and nurture them.
- c) Find methods to identify needy or stressed students and help them.
- d) Arrange for life seminars for the students e.g in personal finance
- e) Arrange for proper internship and placement of students.
- f) Encourage staff members to be available for student mentorship.
- g) Provide career guidance to the students.

11. SEMINARS AND CONFERENCES COMMITTEE.

Dr. J. Katende	Chairman
Dr. P. O. Ngare	
Dr. J. W. Kagunda	
Administrator	

Responsibilities of Seminars and Conferences Committee: The committee serves as a liaison group for all academic seminars at the school. Thus their responsibility includes but not limited to:

- a) Invite speakers for seminars and prepare regular seminar schedule
- b) Ensure participation of members of staff and postgraduate students in seminars.
- c) Train postgraduate students and staff on presentation skills.
- d) Be responsible for organizing workshops/schools/conferences.
- e) Make sure every postgraduate student presents his/her project in a seminar.
- f) Keep a database of speakers, topics, dates and abstracts.
- g) Prepare yearly report on seminars.

12. PHYSICAL FACILITIES AND INFRASTRUCTURE COMMITTEE.

Prof. G. P. Pokhariyal Chairman
Prof. W. Ogana
Prof. C. B. Singh
Dr. F. Njui
Dr. J. H. Were
Mr. C. Achola
Dr. C. Nyandwi
Dr. H. Bhanderi
Mr. J. N. Ongaro
Mr. A. Mureithi
Mr. A. Lwande
Ms. I. Orowe

Responsibilities of Physical Facilities and Infrastructure Committee: Serves as development and maintenance advisory unit for the school's physical assets. Mainly:

- a) Oversee the School's offices, laboratories, lecture rooms, equipment and amenities.
- b) Determine the adequacy, condition and use of existing infrastructure and equipment facilities
- c) Regularly evaluate the School's use of space and the appropriateness of the space to its mission
- d) Determine the space and infrastructures requirements of the School.
- e) Work out the cost of acquiring the needed space and infrastructures and suggest means of funding.

13. COMPUTER AFFAIRS AND PROCUREMENT COMMITTEE

Dr. B. Nzimbi Chairman
Dr. J. Katende
Mrs. E. Muriuki
Dr. T. Kamanu
Mr. D. Owera
Administrator

Responsibilities of Computer Affairs Committee: This committee oversees the work of our computer support staff, to assess the needs and ICT availability in the school. Specifically charged to:

- a) Ensure all staff and student have proper access to computing facilities/printing and Network.
- b) Serve as a resource and advise the school on all aspects of use of technology in the classroom and in

- research. For example, advise the school on the required softwares for subscription.
- c) Training staff on use of computer software and applications.
 - d) Inspection of procured goods for the school.

14. PC/ISO AND WEBSITE COMMITTEE

Dr. D. M. Maingi	Chairman
Dr. P. O. Ngare	
Dr. T. Kamanu	
Administrator	

Responsibilities of PC/ISO and Website Committee: This committee is responsible in making sure the school meets the PC and ISO requirements. Of interest, this includes:

- a) Advise the school on issues related to our website, e.g. need for domain change, high Internet speeds and so on.
- b) Advise the Director on technology resource needs.
- c) Facilitate a creation of the photo board enlisting members of staff
- d) Make sure members profiles are up to date complete with research portfolios and research statements.
- e) Ensure that course descriptions, lecture notes and tutorials are online.
- f) Serve as PC/ISO/Website champions for the school of mathematics
- g) Ensure that PC/ISO/Website targets are met on a monthly/quarterly basis
- h) Liaise with staff in SOM to be able to generate and provide supporting documentary evidence for reported performance
- i) Liaise with other committees so as to provide the required indicators and create a database
- j) Liaise with the CBPS PC/ISO/Website committee(s) to realize the targets

15. SCHOOL POSTGRADUATE COMMITTEE

Prof. M. Manene	Chairman
Prof. J.A.M. Ottieno	Statistics & Operations Research
Prof. G.P. Pokhariyal	Applied & Industrial Mathematics
Prof. J. Khalagai	Pure Mathematics
Prof. R. O. Simwa	Actuarial Science & Financial Mathematics

Responsibilities of School Postgraduate Committee: This committee serves to oversee all postgraduate academic programmes and activities. In particular the committee is tasked to::

- a) Determine the feasibility of the topic and the thesis/dissertation plan or proposal, and to advise the student accordingly.
- b) Conducts the final examination of research degrees for masters and postgraduate diplomas.
- c) Approves and recommends the award of research degrees for masters and postgraduate diplomas.
- d) Responsible for all academic aspects of postgraduate study and to report to the Director.
- e) Maintain the School's academic standards, support a coordinated approach to quality assurance and enhancement, and advise the School on related academic matters.
- f) Assess the academic content, delivery and administrative arrangements for new and modified programmes and courses.
- g) Recommend the appointment of External Examiners for postgraduate taught programmes and courses of study, Examiners for research degrees, approved supervisors for postgraduate research degrees and

COLLEGE/FACULTY/SCHOOL DEPARTMENTAL REPRESENTATIVES

1. HEAD OF DIVISIONS

Prof. M. Manene	Statistics & Operations Research
Prof. J. Khalagai	Pure Mathematics
Prof. G. P. Pokhariyal	Applied & Industrial Mathematics
Prof. R. O. Simwa	Actuarial Science & Financial Mathematics

2. SHOW COMMITTEE (COLLEGE)

Ms. C. A. Ogutu	Coordinator
Ms. R. Sarguta	
Mr. D. Bundi	

3. SPORTS COMMITTEE

Dr. J. Mille	Coordinator
Dr. G.O. Muhua	
Mr. O. Rao	
Ms. F. Mwangi	

4. HEALTH AND SAFETY COMMITTEE (COLLEGE)

Dr. J. Okwoyo	Coordinator
Dr. S. Imagiri	
Mrs. I. Orowe	

5. TIMETABLING/ROOM ALLOCATION COMMITTEE

Dr. J. I. Mwaniki
Dr. T. Kamanu
Mr. J. Ongaro

6. MODULE III COORDINATION (FACULTY)

Dr. G.O. Muhua	Coordinator
Ms. F. Chagpar	

7. LIBRARY (COLLEGE)

Dr. I. Mwaniki	Chairman
Ms. F. Mwangi	

8. SENATE REPRESENTATIVE

Dr. F. Njui.

Approved for circulation. Dated: March 3, 2015.

PROF. PGO WEKE

Director, School of Mathematics.