

# **DEPARTMENT OF EXTRA- MURAL STUDIES**

**ANNUAL REPORT, 2012**

## **Introduction**

The Department of Extra-Mural Studies, in its endeavor to maintain its status as a leader department in students support services offering University education by extra-mural methods in Kenya, the department has prepared this annual report to give account of its operations. The report is the result of activities it undertakes outside the perimeter walls of the University of Nairobi.

## **Historical background of the Department of Extra-Mural Studies**

The first Department of Extra-Mural Studies was founded in Makerere in 1953, and under this Department, the first resident tutor for Kenya was appointed in 1956. In 1963 the responsibility of organizing the extra-mural studies in Kenya was transferred to a new Extra-Mural Department of the then University College, Nairobi. In the same year, the College of Social Studies, Kikuyu, which had run an independent centre for residential adult education since 1961, was absorbed into the University College, Nairobi.

The centre was then amalgamated with the Extra-Mural Department, thus forming the Institute of Adult Studies. In 1966 the two departments were integrated under one director and the residential centre was renamed the Adult Studies Centre.

1967 saw the establishment of the Correspondence Course Unit as another arm of the institute. The three 'departments' of the Institute were officially referred to as the Extra-Mural Division, the Adult Studies Centre and the Correspondence Course Unit.

In 1983 the Institute of Adult Studies was accorded College status and became the College of Adult and Distance Education following the recommendation of the Inspection and Visitation Committee which established six Colleges of the University of Nairobi.

In September 1985 the government accepted the recommendations of the University Council which elevated the three divisions of the College into Institute of Extra Mural Studies, School of Distance Studies and the Institute of Adult Studies. A new Faculty of External Studies was established. In August, 1988, the College was re-organized, re-structured and renamed College of Education and External Studies (CEES). The College has three Faculties: Faculty of Education, Faculty of Social Sciences, and Faculty of External Studies.

The former Institute of Extra-Mural Studies, School of Distance Studies and Institute of Adult Studies were moved to the new Faculty of External Studies as departments. The departments are; **Department of Educational Studies**, Department of Extra-Mural Studies, and Department of Distance Studies.

## *Courses offered by the Department of Extra-Mural Studies*

The Department of Extra-Mural Studies offers the following programmes;

- **Diploma courses**

- Sales and Marketing
- Business Management
- Public Relations
- Human Resource Management
- Purchasing and Supplies Management
- Guidance and Counseling

- **Certificate courses**

- Sales and Marketing
- Business Management
- Public Relations
- Personnel Management and Industrial Relations
- Guidance and Counseling
- Purchasing and Supplies
- Entrepreneurship and Small Business Management
- Computer packages

- **Postgraduate Diploma courses**

- Human Resource Management
- Project Planning and Management

- **Masters Programme**

- Project Planning and Management

- **Ph.D in project planning and management with the following specializations:**

- Project Monitoring and Evaluation
- Project Financing
- Project Management Information Systems
- Project Design, Planning and Implementation

The department continues to review its curriculum in line with the emerging market and individual needs. The department is currently running its academic programmes in eleven locations in various counties namely: Kikuyu campus which is the Headquarters of the department operations; Main Campus; Mombasa; Kisumu; Nakuru; Kisii; Meru; Embu; Thika; Kapenguria; Kakamega; Garissa; Lokichogio;

The department currently has a population of over seven thousand students spread in the eleven locations in the various programmes offered by the department across the country. The department has a pool of qualified teaching staff with adequate training, teaching and experience in guiding students in research projects. This has continued to ensure the production of graduates who are innovative and capable of competing in the job market and remain relevant over the years.

The department offers programmes in several modes namely: Part-time [evening]; distance modes and E- learning modes. This various modes enable students with special needs to access academic programmes of their choice.

#### Student Enrolment 2012/2013 calendar Year

- Certificates - 1,380 students
- Diplomas - 4510 students
- Bachelor - 500 students
- Postgraduate
  - Diploma - 20 students
- Masters - 1,500 students
- Ph.D [with coursework] - 90 students

#### International students in Programmes

The Department currently has over twenty foreign students who are undertaking various courses ranging from certificate, Diploma, Bachelor, Postgraduate Diplomas, Masters and PhD Programmes who come from different countries such as: Tanzania, Sudan, Congo, Malawi, Ethiopia, Turkey, Rwanda, Somalia, Thailand, Korea, Liberia, Sieraleone and Uganda respectively.

#### Research Activities in the Department

The department has continued to put a lot of emphasis on research activities by assigning lecturers to students and supervision of their research projects both at the

undergraduate and postgraduate levels and ensuring that the master's and doctorate students defend their research projects and Thesis as required by the University statute. The department has established African Journal of Project Management which is currently in process of releasing the first issue. This is likely to motivate academic members of the department to involve in more research activities.

### **International Links and collaborations**

Locally we collaborate with all the departments, schools and colleges within the University since the Department of Extra-Mural Studies provide student support services outside for the entire University. We also collaborate with other Universities in the country who some of them teach part-time in the department.

Internationally, we collaborate with other Universities and Institutions of Higher learning such as: The Institute of Business and Finance Research, Harare Institute of Technology, school of Business and Management sciences etc.

### **Conferences Attended by academic Staff Members**

- 2012: An Empirical Paper presented by Charles M. Rambo, Millicent J.I Ekasiba and Paul A. Odundo at the 8<sup>th</sup> Operations Research Society of Eastern Africa International Conference at Kunduchi Beach and Resort, Dar-es-Salaam, Tanzania; **Factors Influencing the Outcome of Formal Credit Requests by Small-Scale Nerica Rice Farmers in Teso District, Kenya**, 25<sup>th</sup> – 26<sup>th</sup> October, 2012.
- 2012: An Empirical Paper Presented by Agnes Andolo & Charles M. Rambo at the 3<sup>rd</sup> AIBUMA Conferences at KICC Nairobi, Kenya; **Influence of Quality Management Systems on Service Provision on the University of Nairobi**, 12<sup>th</sup> - 13<sup>th</sup> July 2012.
- 2012: An Empirical Paper Presented at the 3<sup>rd</sup> AIBUMA Conferences at KICC Nairobi, Kenya; **Factors Influencing the Duration taken by Small and Medium Enterprises to Achieve the Break-even point in their operations; Evidence from urban Slum Settlements of Nairobi, Kenya**, 12<sup>th</sup> - 13<sup>th</sup> July 2012.
- 2012: An Empirical Paper Presented at Global Conference on Business and Finance Research, Costa Rica, USA: **Influence of the Capital Markets Authority's Corporate Governance Guidelines on Financial Performance Of Listed and Unlisted Commercial Banks in Kenya**, 22<sup>nd</sup> – 25<sup>th</sup> May, 2012.

- 2012: An Empirical Paper Presented at Global Conference on Business and Finance: Honolulu, Hawaii, US: **Risk Factors Influencing the Survival of Strategic Alliances among Small and Medium Enterprises**, from 3<sup>rd</sup> – 6<sup>th</sup> January 2012.
- 2012: Paper Presented by Mulwa, A.S. and Kyalo, D.N. at the 1<sup>st</sup> International Conference on Educational Reforms and Innovation in Enhancing Quality and Equity at Kenyatta University, Kenya *“The Influence of Human Resource Capacity on Readiness to Adopt E-Learning in Secondary Schools, Kitui District, Kenya”* held on 20<sup>th</sup> - 22<sup>nd</sup> February, 2012.
- 2012: Paper Presented by Mulwa, A.S. and Kyalo, D.N. at the 1<sup>st</sup> International Conference on Educational Reforms and Innovation in Enhancing Quality and Equity at Kenyatta University, Kenya *“Education in Emergencies: An Analytical Review of Obstacles and Solutions to Quality Education for Internally Displaced Children”* held on 20<sup>th</sup> - 22<sup>nd</sup> February, 2012.
- 2012: A Paper Presented by Mulwa, A.S. and Kyalo, D.N. at the 3<sup>rd</sup> African International Business and Management (AIBUMA) Conference *“Embracing The changing Face and Pace of Business and Management”* held at the KICC, Nairobi, Kenya on **The Influence of Urban Transport Policy on the Growth of Motorcycles and Tricycles Business in Kenya** on 20<sup>th</sup> - 22<sup>nd</sup> February, 2012.

### **Publications in Refereed Journals**

1. Paul A. Odundo and Charles M. Rambo (2012). Influence of Access to Training on the Effectiveness of Secondary School Board of Governors in Kenya. *International Journal of Disaster Management and Risk Reduction*, Volume 4, 2, November 2012. ISSN: 1992-2744.
2. Charles M. Rambo (2012): Factors Influencing Access to Bank Credit by Small-Scale Farmers in Kisumu and Kiambu Districts, Kenya: A Focus on the Public-Private partnership Initiative between the Government and Commercial Bank. *Chinese Business Review Journal* Volume II, No. 11, November, 2012. ISSN1537-15006 CBSN 270B0069, David Publishing Company.
3. Charles M. Rambo (2012): Empowerment of Women through Village Savings and Loan Schemes: A case of Care Kenya Programme in Rachuonyo District, Kenya. Vol. 2 No. 2(2012); *DBA African Management Review*.

4. Charles M. Rambo (2012): Effects of Procurement reforms on Expenditure Management in Public Secondary Schools in Kenya, *DBA Africa Management Review Journal*: 2012 Vol. 2 No. 3 PP. 150 -168
  5. Charles M. Rambo (2012): Risk Factors Influencing the Survival of Strategic Alliances: Evidence From Kenya. *International Journal of Management and Marketing Research*. ISSN: 1933-3153 (print) and 2157-0205 (online)
  6. Charles M. Rambo (2012): Strategic Alliances and the Performance of Small and Medium Enterprises in Kenya. *DBA Africa Management Review* 2012, Vol. 2 No. 1, 56-76.
  7. Charles M. Rambo (2012): Non-Financial Factors Influencing the Growth of Women owned Small and Medium Enterprises in the Central Business District of Kisumu City. *International Journal of Disaster Management and Risk Reduction* 2012, Vol. 4 issue I, ISSN: 1992-274, 1<sup>st</sup> online Edition.
  8. Charles M. Rambo (2012): Influence of the Capital Markets Authority's Corporate Governance Guidelines on Financial Performance of Listed and Unlisted Commercial Banks in Kenya. *International Journal of Business and Finance Research [IJBFR]* ISSN :
- Refereed Journals**
9. **Mulwa, A. S.; Bowa, o.; Kyalo, D.K. and Mboroki G. (2012).** The Influence of Human Resource Capacity on Readiness to Adopt E-Learning in Secondary Schools in Kitui District, Kenya. *DBA Africa Management Review Vol. 2 No2.*

### **Staffing of the Department 2012-2013**

The staffing position of the Department is as summarized by the table below. It should be noted that at present, the department is understaffed, with most positions in the establishment not fully occupied.

<b>Department of Extra-Mural Studies</b>		
<b>Positions/ Expenditure</b>	<b>Establishment</b>	<b>Actual</b>
Professor	1	0
Associate Professor	2	1
Senior Lecturers	3	1
Lecturers	11	7
Senior Admin. Asst.	1	1
Admin. Asst. C/D	1	0
Secretary C	1	1
Organizers	11	5
Records Clerk A	1	0
Secretary A	1	0
Clerk	11	5
Messenger	11	5

Currently the department has seventeen members of academic staff of which one is full professor and one associate professor; two senior lecturers with PhD; seven lecturers with PhD and six lecturers pursuing their PhD programmes.

#### **Number of Students Who Graduated in 2012**

The department graduated the following students during August, 2012 graduation ceremony:

<b>Diplomas</b>	-	1975
<b>Postgraduates Diplomas</b>	-	16
<b>Masters</b>	-	507
<b>Total</b>	-	<b>2498</b>

**Dr. Charles M. Rambo, PhD**

**SENIOR LECTURER & CHAIRMAN**

**DEPARTMENT OF EXTRA-MURAL STUDIES**