



**KENYATTA UNIVERSITY**

**DIRECTORATE OF TIMETABLING & SCHEDULING OF UNITS**

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**INTERNAL MEMO**

**FROM:** DIRECTOR, TIMETABLING &  
SCHEDULING OF UNITS

**DATE:** 3<sup>RD</sup> DECEMBER 2019

**TO:** ALL CHAIRPERSONS  
TEACHING DEPARTMENTS

**REF:** KU/TSU.9/CEP/VOL.1/

**SUBJECT: NOTICE OF A MEETING FOR CONTINUING EDUCATION PROGRAMMES  
DECEMBER 2019 SESSION**

This is to notify you that there will be a meeting for Chairperson of all Teaching Department offering Continuing Education Programmes (CEP) on 10<sup>th</sup> December 2019 at 10.30am in the Central Administration Complex, venue will be communicated later.

The agenda will be tabled during the meeting

Please avail yourself without fail.

Thank you.

**PROF. S.P. SINGH**  
**DIRECTOR, TIMETABLING & SCHEDULING OF UNITS**

**C.c:** Vice-Chancellor  
DVC (Academic)  
Registrar (Academic)

*SPS/vmn*