



**KENYATTA UNIVERSITY
MOMBASA CAMPUS
OFFICE OF THE DIRECTOR**

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INTERNAL MEMO

FROM: DIRECTOR – MOMBASA CAMPUS DATE: 25TH FEBRUARY 2025

TO: TEACHING STAFF

REF: KU/MSA/DR/DC/5/VOL.11/68

SUBJECT: SUBMISSION OF CURRICULUM DELIVERY DOCUMENTS

This is to remind you to submit the below listed curriculum delivery documents -duly filled- by Thursday, 6th March 2025 to the School Coordinators secretary for compilation.

1. Class attendance register for January and February 2025
2. CAT 1 Administration and feedback forms

The compiled document accompanied by its analysis report should be presented to the Campus Director by Wednesday, 12th March 2025.

Submit the reports without fail and observe the deadlines.

Thank you;

DR. JAMES N. KATHURI
DIRECTOR – MOMBASA CAMPUS
JNK/gm



c.c.

1. School Coordinators
2. School Coordinators secretary
3. QMS Committee Coordinator