



The Presbyterian University of East Africa

P.O. Box 387- 00902, Kikuyu, Kenya

Phone: (+254) 0723-799-904; 0769-500-702; 0733-552-223; 0739-552-223

Fax: 020-2192892 | Website: www.puea.ac.ke | Email: registrar@puea.ac.ke

Office of the Registrar (Academics and Students' Affairs)

INTERNAL MEMO

TO: All HoD'S & Lecturers
DATE: 14th June,2021
SUBJECT: TEACHING TIME TABLE –LECTURE ROOMS ALLOCATION

Receive Christian greetings.

It has come to our attention that some Lecturers are not adhering to the Teaching Timetable Lecture Rooms allocation thus inconveniencing others in the process.

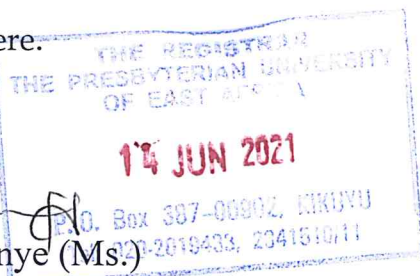
The Scheduled time and venue for all the course units are reflected in the consolidated timetable and has to be maintained. In case you find that, the room allocated for your class is not fitting. Please report to the admissions office.

Kindly adhere.

Thank you.


M. M. Mainye (Ms.)

Registrar (Academics and Students' Affairs), PUEA



Cc: Vice Chancellor