

UNIVERSITY OF NAIROBI

COLLEGE OF HUMANITIES & SOCIAL SCIENCES

SCHOOL OF BUSINESS

CHIEF EXAMINATION OFFICER

INTERNAL MEMO

FROM: CHIEF EXAMINATION OFFICER, SCHOOL OF BUSINESS

TO: UNDERLISTED SCHOOL AND DEPARTMENTAL EXAMINATION OFFICERS: B.COM, MBA, MSC & PhD

DATE: 21st JULY, 2014

REF: UON/CHSS/CEOSOB/21/7/14

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| 1. Dr. M. Munjuri - Msc Exams Officer | 7. Mr. L. Mulwa - DMS Exams Officer |
| 2. Dr. J. Yabs - DBA Exams Officer | 8. Mr. J. Lelei - DMS Exams Officer |
| 3. Mr. D. Chirchir - B.com Exams Officer | 9. Ms. M. Muthoni - DBA Exams Officer |
| 4. Mr. J. Owino - MBA Exams Officer | 10. Mr. E. Mududa - DBA Exams Officer |
| 5. Mr. J. Barasa - DFA Exams Officer | 11. Mr. B. Mwangi - Registrar SOB |
| 6. Ms. H. Kinyua - DFA Exams Officer | 12. Mr. I. Wasonga - ICT SOB |

SUBJECT: PREPARATIONS FOR THE MAY – AUGUST 2014 EXAMS PROCESSING AND TRANSMISSION

The examinations officers' meeting at departmental and school level has been scheduled for **Thursday 24th July, 2014 at 10.00 a. m** in the seminar room, Lower Kabete Campus

AGENDA:

1. Apologies
2. Communication from the Chair
3. Review the performance of Examinations Unit in the processing of Jan – April 2014 results.
4. Strategize for the May – August 2014 Exams Results Processing and Transmission.
5. A.O.B.

Please be punctual



DR. MAGUTU P. OBARA

CHIEF EXAMINATION OFFICER, SCHOOL OF BUSINESS

Cc: Dean, SOB
Chairman DMS, DBA and DFA