



# UNIVERSITY OF EMBU

## OFFICE OF THE CHAIRMAN

(DEPARTMENT OF EDUCATIONAL COMMUNICATION, ADMINISTRATION AND PLANNING)

### INTERNAL MEMO

FROM: CoD, ECAP

DATE: 29<sup>th</sup> October, 2018

TO: See Circulation List

REF: UoEm/DECAP/DM/VOL.1/014

### SUBJECT: NOTICE OF DEPARTMENTAL POSTGRADUATE SEMINAR

You are hereby kindly invited to attend a Departmental Postgraduate Seminar to be held on Thursday 1<sup>st</sup> November, 2018 from 2.00 p.m. at the New Office Block Boardroom.

#### Agenda:

1. Preliminaries
2. Apologies
3. Conflict of Interest
4. Postgraduate Presentations
5. Ethics and Integrity
6. ISO Matters
7. A.O.B

Please observe punctuality.

Thank you.

  
Dr. Simon Karuku

**COD, EDUCATIONAL COMMUNICATION, ADMINISTRATION AND PLANNING**

SK/vm

#### Circulation List:

1. Dr. Lillian Omoke - School Postgraduate Coordinator
2. Prof. Nancy Budambula - Supervisor
3. Prof. Simon Thurania - Supervisor
4. Dr. Peter Rugano - Supervisor
5. Dr. Zachary Njagi - Lecturer
6. Dr. Madrine King'endo - Supervisor
7. Dr. Milcah Nyaga - Lecturer
8. Dr. Ciriaka Gitonga - Senior Lecturer



ISO 27001:2013 Certified

Knowledge Transforms

Page 1 of 1.



ISO 9001:2015 Certified