



## THE TECHNICAL UNIVERSITY OF KENYA

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### Office of the Dean of Students

#### MEMO

**FROM:** Dean of Students  
**TO:** Clubs and Associations  
**REF:** TUK/DVC-ASA/DoS/Clubs Registration and Renewals/VOL 1  
**DATE:** 7<sup>th</sup> February, 2024  
**RE:** **CLUBS AND ASSOCIATIONS REGISTRATION AND RENEWALS**

We write with regard to the above subject matter to inform you that new Clubs and Associations are registered online through the student portal. Those already registered are required to renew their registration annually after graduation to enable the office of the Dean of students keep an updated information on the club leadership including the patron.

The Clubs and Associations are also expected to submit any reports of activities that they carry including reports of their Annual General Meetings and the elections of the new club/association officials to the office of the Dean of Students.

Kindly note that the office keeps your records in physical files where all these reports shall be stored for accountability.

The registration and renewal information is duly posted on the students portal. The information should be with the office of the undersigned on or before close of business, Thursday, 29th February, 2024.

Thank you.

Ms. Margaret N. Mbuthi  
Ag. Dean of Students

