

CHUKA



**FORM E**  
UNIVERSITY

**PART-TIME TEACHING ATTENDANCE RECORD**

Course Code..... Course Name.....C.F.....  
 Lecturer/Technician.....PF/NO.....  
 Lecturer's Department.....CAMPUS.....  
 Programme.....Class.....Level.....Block..... OR  
 Programme.....Class.....Year.....Semester.....

S/N	Day	Date	Start time	End time	Duration in hours	Class representative's signature	Lecturer's signature	COD's/Co-ordinator's signature*
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\*Programmes taught in Satellite Campuses must be endorsed by the Campus Director/Coordinator before payment is approved: \_\_\_\_\_

*CU External/Extra-teaching Attendance Sheet © September, 2014.*  
**INSTRUCTIONS:** This form should be signed at the end of each lecturer session by the three parties shown above and thereafter be kept throughout the semester by the Class Representative, who will hand it over to the COD at the end of the semester to give to the Lecturer concerned to attach to final claim forms for payment.

CHUKA



**FORM F**  
UNIVERSITY

**LECTURER'S EXTERNAL/EXTRA-TEACHING ATTENDANCE RECORD**

Course Code..... Course Name.....C.F.....  
 Lecturer/Technician.....PF/NO.....  
 Lecturer's Department.....CAMPUS.....  
 Programme.....Class.....Level.....Block..... OR  
 Programme.....Class.....Year.....Semester.....

S/N	Day	Date	Start time	End time	Duration in hours	Class representative's signature	Lecturer's signature	COD's/Co-ordinator's signature
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