

**Landmark University**

**Office of the Head of Department**

**Business Studies**

Omu-Aran, Kwara State, Nigeria.

**INTERNAL MEMO**

**TO: Vice-Chancellor**

**FROM:** Head of Department

**DATE:** 04/07/2016

**SUBJECT:** **SELLING OF TEXTBOOK TO STUDENTS OF THE DEPARTMENT**

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It was brought to my notice that Dr S. Aruleba has been compelling students of the Department to buy a textbook. The text “international Marketing” is sold to the students at the rate of #5000. The said textbook is neither a recommended textbook nor any of the textbooks that can be found in the University Bookshop. The students said he has threatened that anyone who doesn’t buy the textbook will not pass his course.

It is therefore a violation of the University’s rules and regulations, and quite expedient that I bring it report to your notice for a call to order.

Thank you as I await your further directives.

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***HOD, Business Studies***

***Cc.***

***DVC***

***Registrar***