



COVENANT UNIVERSITY
College of Science and Technology

Head, Department of Chemistry

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INTERNAL MEMO

From: HOD Chemistry
To: **Faculty and Staff**
Date: October 16, 2017
Subject: **Invitation to the Second Edition of Our Town and Gown Seminar**

MCiD Greetings!

You are cordially invited to attend the Second Edition of our departmental Town and Gown Seminar scheduled as follows:

Guest Speaker: Mr. Oteju Taiwo Olasunkanmi
Quality Manager - West, East and Central Africa,
Kimberly-Clark SSA West Africa Ltd., Oshodi, Lagos.
Topic: The Management and Control of Product Quality
Venue: CST Conference Room
Date: Wednesday, October 25, 2017
Time: 11.00 am

The PG Coordinator and all Level Advisers are expected to inform the students to attend as attendance is mandatory.

Enclosed is the Programme of Event for necessary preparation.

Thank you.

Dr. Akan Williams

Programme

Master of Event: Dr. A. A. Akinsiku

1. Opening Prayer – Mrs. C. O. Ajanaku
2. Opening Remarks by HOD - Dr. A. B. Williams
3. Introduction of Dignitaries - ME
4. Citation of the Guest Speaker – Mr. O. Aladesuyi
5. Presentation - Guest Speaker
6. Interactive Session - ME
7. Vote of Thanks - Dr. A. T. Etchie
8. Closing Prayer – Dr. O. O. Ajani