Ref: SEU/ACAD/NOTICE/0585/2024

Date: 08.05.2024

NOTICE

Subject: Teaching Evaluation – Spring 2024 (Except Pharmacy & Law Dept.)

1. All Registered Students of SEU will use University Management System (UMS) to complete Teaching Evaluation for **Spring 2024** during the dates of **May 21 – May 23, 2024**.

2. All newly enrolled students are advised to contact their Program Office to **collect individual password** and complete the process.

3. It is **mandatory** for all students to complete the evaluation.

4. If any student fails to complete the evaluation within the stipulated time she/he will have to pay **Taka 200/- as penalty**.

5. Department Chairs, Directors and Coordinators are requested to set the schedule of the Teaching Evaluation in the UMS system accordingly.

Md. Kamal Uddin
Deputy Registrar (Academic)

Copy for action:

1. All Academic Chairs & Directors, MDS, MBA & BBA (Except Pharmacy & Law)
2. Director Finance
3. Controller of Examinations
4. All Coordinators
5. Deputy Director, BCPR (with a request to upload it to SEU Facebook page)
6. Director IT, Additional Charge (with a request to upload it to SEU website)
7. Officer in Charge (Admission & Promotion)
8. Program Officers (with a request to circulate it to Notice Board/s)

For Information:

1. All Deans
2. Director Operation, BoT
3. Secretary, BoT, SEUT
4. PA to Additional Registrar
5. PA to Hon'ble Pro-Vice Chancellor
6. PA to Hon'ble Adviser, BoT, SEUT
7. PA to Registrar
8. Office File