



# SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0375/2023

Date: 09.07.2023

## NOTICE

### **Subject: Teaching Evaluation for Pharmacy and Law Department Spring 2023**

All Registered Students of **Pharmacy & Law Department** will use University Management System (UMS) to complete Teaching Evaluation for Spring 2023 Semester. The schedules of respective Departments are mentioned below:

Name of the Department	Starting Time	Ending Time
Department of Pharmacy	July 20, 2023	July 25, 2023
Department of Law		

- All newly enrolled students of Pharmacy and Law Department are advised to contact their respective departmental office to **collect individual password** and complete the process.
- It is **mandatory** for all students to complete the evaluation.
- If any student fails to complete the evaluation within the stipulated time he/she will have to pay **TK.200 as penalty**.
- Chairs and Coordinators of Pharmacy and Law Department 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. Chairs, Pharmacy and Law
2. Director, Finance
3. Controller of Examinations
4. Director, IT (with a request to upload it to SEU website)
5. Director, BCPR (with a request to upload it to SEU facebook page)
6. Officer In Charge (Admission & Promotion)
7. All Program Officers (with a request to circulate it to Notice Board/s)

#### **For Information:**

1. All Deans
2. Chief-Coordinator, BoT, SEUT
3. Secretary, BoT, SEUT
4. PA to Hon'ble Vice Chancellor
5. PA to Hon'ble Adviser, BoT, SEUT
6. PA to Registrar
7. Office File.