



# SOUTHEAST UNIVERSITY

252, Tejgaon Industrial Area, Dhaka-1208, Bangladesh

Tel : +8802226603610-7, Ext: 121-124, Fax: 880-2-55034109, 55034107, E-mail: info@seu.edu.bd

Ref: SEU/ACAD/OFO/0618/2024

Date: 24.06.2024

## OFFICE ORDER

### **Subject: Orientation and Freshers' Reception Program Schedule: Summer 2024**

In accordance with the approval of the University Management, all concerned are hereby informed that the **Orientation and Freshers' Reception Program** for the newly admitted students of **Summer Semester 2024** will be held as per following schedules at SEU Multipurpose Hall, chaired by **Vice Chancellor Prof. Dr. Yusuf Mahbubul Islam**.

SL. No.	Name of School	Name of Department	Date	Time	Remarks
01	SSE	CSE	03/07/2024	10.30 AM	
02		EEE, Textile & Architecture	03/07/2024	02.30 PM	
03	SASS	Bangla, English, Economics	04/07/2024	10.30 AM	
04	SBS	BBA, MBA	04/07/2024	03.30 PM	

To arrange the Orientation and Freshers' reception program, committees are formed as under:

#### **01. Southeast Business School (SBS):**

- A. Prof. Dr. Md. Serajul Islam, Dean, SBS : Convener
- B. Tarafder Md. Mehedi Al Masud, Asst. Prof. & Coordinator, MBA : Member
- C. S.M Raihan Uddin, Lecturer & Coordinator, BBA : Member
- D. Mohammad Sayedur Rahman, Officer, Admission & Promotion : Member
- E. Prof. Dr. Sheikh Abdur Rahim, Director, Dept. of BBA : Member Secretary

#### **02. School of Arts and Social Science (SASS): [Bangla, English, Economics]**

- A. Prof. Dr. Farhana Helal Mehtab, Dean, SASS : Convener
- B. Dr. Hamida Begum, Chairperson, Dept. of Bangla : Member
- C. Zaheed Alam Munna, Asst. Prof & Acting Chairman, Dept. of English : Member
- D. Dr. Muhammad Tofazzel Hossain, Asst. Prof & Coordinator, English : Member
- E. Fahima Kabir, Lecturer & Coordinator, Economics : Member
- F. Mohammad Sayedur Rahman, Officer, Admission & Promotion : Member
- G. Dr. Kazi Tanvir Mahmud, Chair, Dept. of Economics : Member Secretary

#### **03. Department of Computer Science & Engineering (CSE):**

- A. Professor ABM Faroque, Dean, SSE : Convener
- B. Mr. Shahriar Manzoor, Chairman, Dept. of CSE : Member
- C. Shifat Ahmed, Assistant Professor & Coordinator, CSE : Member
- D. Mohammad Sayedur Rahman, Officer, Admission & Promotion : Member
- E. Md. Ashraful Hoque, Asst. Prof. & Coordinator, CSE : Member Secretary

#### **04. School of Science & Engineering (EEE/TEXT./ARCH.):**

- A. Professor ABM Faroque, Dean, SSE : Convener
- B. Prof. Engr. Mashud Ahmed, Chairman, Dept. of Textile : Member
- C. Dr. Nahid Akhter Jahan, Chairperson, Dept. of EEE : Member
- D. Dr. Nur Hosain Md. Ariful Azim, Asso. Prof. & Coordinator, EEE : Member
- E. Shamim Alam, Asst. Professor & Coordinator, Textile : Member
- F. Ar. Abdullah Al Amin, Lecturer & Coordinator, Architecture : Member
- G. Mohammad Sayedur Rahman, Officer, Admission & Promotion : Member
- H. Ar. Dr. Masud Ur Rashid, Chairman, Dept. of Architecture : Member Secretary



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## Terms of reference of the committee:

1. Committee will prepare a program and get it approved by Vice Chancellor.
2. Committee will select and invite chief guest if possible from outside of SEU by taking guidelines from VC and Pro-VC.
3. Committee will arrange snacks for VIP guests and students.
4. Committee will hire decorator, make seating arrangements, arrange Public Address (PA) system and prepare invitation card.
5. Committee will select anchor and reciter of Holy Quran.
6. Committee will prepare a budget and get it approved by Vice Chancellor.
7. Senior Officer, Admission & Promotion will inform students through SMS about the orientation & freshers' reception program and will arrange to distribute relevant policies, Students' Code of Conduct and Academic Calendar to the students by e-mail.
8. Deputy Director BCPR will inform students through Facebook and Director IT (Additional charge) through SEU Website. Department Heads and Coordinators of all programs will also inform the students and will ensure their presence in the orientation and freshers' reception program.
9. Deputy Registrar (Admin) is requested to make the Multipurpose Hall ready for the Orientation Programs.

**Maj Gen Kazi Fakhruddin Ahmed, SPP, psc (Retd)**  
Registrar

## **Copy for action:**

1. All Deans
2. All Members of the Committees
3. Director Finance
4. Director Operation, BoT, SEUT
5. Deputy Director, BCPR (with a request to upload on Facebook)
6. Director IT, Additional Charge (with a request to upload it to SEU website)
7. Deputy Registrar (Admin)
8. Officer, Admission & Promotion

## **Copy for information:**

1. Controller of Exam
2. Secretary, BoT, SEU Trust
3. PA to Vice Chancellor
4. PA to Pro-Vice Chancellor, BoT, SEUT
5. PA to Registrar
6. Office file