



# SOUTHEAST UNIVERSITY

House No. 64, Road No. 18, Block-B, Banani, Dhaka-1213

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Ref: SEU/HR/Office Order /120/2021

Date: 03.03.2021

## **OFFICE ORDER**

### **Subject: Committee to Celebrate Birthday (17<sup>th</sup> March) of the Father of the Nation and Independence Day (26<sup>th</sup> March)**

As approved by the University Management a Committee as under is formed to observe the Birthday of the Father of the Nation and Independence Day as a part of celebration of 50 years of independence:

- |  |                  |
|--|------------------|
| 1. Prof. Dr. Md. Abdul Hakim, Dean SASS and Director, IQAC       | Convener         |
| 2. Prof. Dr. Engr. Muhibul Haque Bhuyan, Chairman, EEE           | Member           |
| 3. Ms. Aliya Shahanoor Ameen, Chairperson, Department of English | Member           |
| 4. Dr. Hamida Begum, Chairperson, Dept. of Bangla                | Member           |
| 5. Dr. Md. Masud Shams Aldin, Asst. Professor, Dept. of Bangla   | Member           |
| 6. Mr. Md. Jamal Uddin, Director, CPDS                           | Member           |
| 7. Mr. Mohammad Imtiaj, Director, BCPR                           | Member Secretary |

Mr. Mohammad Tarik Al Jalil, Secretary (Current Charge), BOT, SEUT may be co-opted to attend the meeting and contribute in the discussion.

#### **Terms of Reference (TOR) of the Committee:**

- Committee will organize an online discussion session along with short cultural program to celebrate the Birthday of the Father of the Nation and Independence Day.
- Committee will organize the program preferably between 17 to 28 March 2021.
- Committee, if possible, may invite an imminent personality as Chief Guest by taking advice from the Hon'ble Vice Chancellor.
- Committee will prepare a budget if required and get it approved from Honorable Vice Chancellor.
- Director, BCPR will conduct the online discussion session and cultural program and will also prepare invitation card
- Director, CPDS will provide meeting link (zoom link) to all participants.

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

Registrar

#### **Copy for Action:**

- All Members of the Committee

#### **Copy for Information:**

- Director Finance
- Chief Coordinator, BOT, SEUT and Deputy Registrar (Admin)
- Secretary (Current Charge), BOT, SEUT
- P.S. to Hon'ble Representative of the BOT, SEUT and Assistant Registrar (HR)
- P.A. to Hon'ble Vice Chancellor
- PA to Hon'ble Adviser, BOT, SEUT
- PA to Registrar