



# SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0520/2024

Date: 04.01.2024

## NOTICE

**Subject: Teaching Evaluation – Fall 2023 (Except Pharmacy & Law Dept.)**

1. All Registered Students of SEU will use University Management System (UMS) to complete Teaching Evaluation for Fall 2023 during the dates of **January 14 - January 18, 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. Director IT, Additional Charge (with a request to upload it to SEU website)
6. Officer, BCPR (with a request to upload it to SEU Facebook page)
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. Secretary, BoT, SEUT
3. PA to Hon'ble Vice Chancellor
4. PA to Hon'ble Adviser, BoT, SEUT
5. PA to Registrar
6. Office File.