



# SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/OFO/0619/2024

Date: 24.06.2024

## OFFICE ORDER

**Subject: Orientation and Freshers' Reception Program Schedule of Summer 2024 for Diploma Holder Students of CSE, EEE and Textile Departments**

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 diploma holder students of CSE, EEE and Textile departments of **Summer Semester 2024** will be held on 5<sup>th</sup> July 2024, Friday at 05.00 PM at SEU Multipurpose Hall, chaired by **Vice Chancellor Prof. Dr. Yusuf Mahbubul Islam**.

**To arrange the orientation and freshers' reception program a committee is formed as under:**

- |   |                    |
|---|--------------------|
| 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. Mr. Shahriar Manzoor, Chairman, Dept. of CSE                       | : Member           |
| E. Dr. Nur Hosain Md. Ariful Azim, Associate Prof. & Co. Dept. of EEE | : Member           |
| F. Md. Shamim Alam, Asst. Professor & Coordinator, Dept. of Textile   | : Member           |
| G. Mohammad Sayedur Rahman, Officer, Admission & Promotion            | : Member           |
| H. Md. Ashraful Hoque, Asst. Professor & Coordinator, Dept. of CSE    | : Member Secretary |

### Terms of reference of the committee:

1. Committee will prepare a program and get it approved by Vice Chancellor.
2. Committee will arrange snacks for guests and students.
3. Committee will hire decorator, make seating arrangements, arrange Public Address (PA) system and prepare invitation card.
4. Committee will select anchor and reciter of Holy Quran.
5. Committee will prepare a budget and get it approved by Vice Chancellor.
6. 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.
7. Deputy Director, BCPR will inform students through Facebook and Director, IT (Additional Charge) through SEU Website. Department Heads and Coordinators of all mentioned above programs will also inform the students and will ensure their presence in the orientation and freshers' reception program.
8. Deputy Registrar (Admin) is requested to make the Multipurpose Hall ready for the Orientation Program.

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

#### **Copy for action:**

1. Dean, SSE
2. All Members of the Committee
3. Director Finance
4. Director, Operation, BoT, SEUT
5. Director, IT (with a request to upload it to SEU website)
6. Deputy Director, BCPR (with a request to upload on facebook)
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
5. PA to Registrar
6. Office file