



# SOUTHEAST UNIVERSITY

252, Tejgaon I/A Dhaka-1208

Tel:8802226603610-17, E-mail: info@seu.edu.bd

Ref: SEU/HR/OFO/656/2024

Date: 15/08/2024

## OFFICE ORDER

### Subject: Appointment of Acting Director, BBA Program

In accordance with the approval of the University Management, Prof. Dr. Md. Serajul Islam, Dean, Southeast Business School and Prof. Dr. Sheikh Abdur Rahim, Director, BBA Program are hereby informed as follows:

1. Prof. Dr. Sheikh Abdur Rahim is relieved from the responsibilities of Director, BBA Program with effect from 15.08.2024 (afternoon).
2. Prof. Dr. Md. Serajul Islam, Dean, Southeast Business School is hereby appointed as the Acting Director, BBA Program with effect from 16.08.2024.
3. They are requested to send handing and taking over certificates to the office of the Registrar by 15.08.2024.

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

### Distribution for Action:

1. Prof. Dr. Md. Serajul Islam, Dean, Southeast Business School (with request to take over the charges of the office of the Director, BBA Program from Prof. Dr. Sheikh Abdur Rahim)
2. Prof. Dr. Sheikh Abdur Rahim (with request to hand over the charges of the office of the BBA Program to Prof. Dr. Md. Serajul Islam)

### Distribution for Information:

1. Additional Registrar
2. Director, Finance
3. Director Operations, BoT, SEUT
4. Secretary, BoT, SEUT
5. Deputy Registrar (Academic)
6. Director (Additional Charge), IT (Upload in SEU website)
7. PA to Vice Chancellor
8. PA to Pro-Vice Chancellor
9. Personal files