



# 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](mailto:info@seu.edu.bd)

Ref: SEU/ACAD/OFO/0324/2023

Date: 15.03.2023

## OFFICE ORDER

### **Subject: Orientation and Freshers' Reception Program Schedule: Spring Semester 2023**

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 **Spring Semester 2023** will be held on 20 March 2023 at 3.00 p.m. at Permanent Campus, Tejgaon, Dhaka, chaired by **Hon'ble Vice Chancellor Prof. Dr. AFM Mafizul Islam**. The **Hon'ble Chairman BOT, SEUT, Mr. Rezaul Karim** may remain present as Chief Guest. To arrange the orientation and freshers' reception program a committee as under is formed.

1. Prof. Dr. Md. Serajul Islam, Dean & Director MBA, SBS	: Convener
2. Prof. Sheikh Abdur Rahim, Director, BBA	: Member
3. Md. Abdul Motin, Director, Finance	: Member
4. Mr. Shahriar Manzoor, Chairperson, CSE	: Member
5. Dr. Syed Atiqur Rahman, Chairperson, Textile	: Member
6. Dr. Nahid Akhter Jahan, Chairperson, EEE	: Member
7. Dr. Masud Ur Rashid, Chairperson, Architecture	: Member
8. Ruba Rummana, Chairperson, Economics	: Member
9. Dr. Md. Siddiquil Islam, Chairperson, Pharmacy	: Member
10. Dr. Hamida Begum, Chairperson, Bangla	: Member
11. Dr. Mst. Shahanaz Khanam, Chairperson, English	: Member
12. Md. Ashiqur Rahman, Director (Current Charge) IT	: Member
13. Md. Ismail Hossain, Deputy Registrar (Admin)	: Member
14. Md. Kamal Uddin, Deputy Registrar (Academic)	: Member
15. Mr. Md. Rafiqul Islam, Senior Officer, Dept. of Admission and Promotion	: Member
16. Md. Sjjadul Islam, Asst. Officer, BCPR	: Member
17. Mohammad Jahid Mustofa, Chairperson, Law	: Member Secretary

### **Terms of reference of the committee:**

1. Committee will prepare a program and get it approved from Hon'ble Vice Chancellor.
2. Committee will arranged snacks for VIP guests and students.
3. Committee will higher decorator, make seating arrangement, 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 from Hon'ble Vice Chancellor.
6. 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.
7. Director BCPR will inform students through Facebook and Director IT 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.

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



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## Copy for action:

1. Deans SASS, SBS and SSE
2. All Chairs & Director MBA and BBA
3. Director Finance
4. Controller of Examinations
5. Director, BCPR (with a request to upload on Facebook)
6. Director, IT (with a request to upload it to SEU website)
7. Deputy Registrar (Admin & HR)
8. Md. Sjjadul Islam, Asst. Officer, BCPR
9. Senior Officer, Admission & Promotion

## Copy for information:

1. Director, IQAC
2. Chief Coordinator, BOT, SEU Trust
3. Secretary, BOT, SEU Trust
4. PA to Hon'ble Vice Chancellor
5. PA to Hon'ble Adviser, BOT, SEUT
6. PA to Registrar
7. Office file