



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

Ref: SEU/ACAD/OFO/0554/2024

Date: 25.02.2024

OFFICE ORDER

Subject: Orientation and Freshers' Reception Program Schedule: Spring 2024

In accordance with the approval of University Management, all concerned are hereby informed that the orientation and freshers' reception program for the newly admitted students of all Undergraduate and Graduate Programs for **Spring Semester 2024** will be held as per following schedules at SEU Permanent Campus, **Multipurpose Hall**, chaired by **Hon'ble Vice Chancellor Prof. Dr. AFM Mafizul Islam**.

SL. No.	Name of School	Name of Department	Date & Day	Time
01	SSE	CSE	04/03/2024	11:00 AM
		Architecture, EEE, Pharmacy & Textile	04/03/2024	03:00 PM
02	SASS	Bangla (BA & MA), English (BA & MA), Economics (BSS & MDS) & Law (LLB & LLM)	05/03/2024	11.00 AM
03	SBS	BBA & MBA	05/03/2024	04.00 PM

To arrange the Orientation and Freshers' Reception Program, committees are formed as under:

01. Department of Computer Science & Engineering (CSE):

- | | |
|---|--------------------|
| A. Mr. Shahriar Manzoor, Chairperson, Dept. of CSE | : Convener |
| B. Gazi Zahirul Islam, Associate Professor, CSE | : Member |
| C. Mr. Md. Mijanur Rahman, Asst. Prof. CSE | : Member |
| D. Shifat Ahmed, Assistant Professor & Coordinator, CSE | : Member |
| E. Mohammad Shohel Rana, Lecturer, CSE | : Member |
| F. Md. Shohel Babu, Lecturer & Coordinator, CSE | : Member |
| G. Md. Ashraful Hoque, Asst. Prof. & Coordinator, CSE | : Member Secretary |

02. School of Science & Engineering (EEE, TEX., ARCH. & PHAR.):

- | | |
|---|--------------------|
| A. Professor ABM Faroque, Dean, SSE | : Convener |
| B. Prof. Engr. Mashud Ahmed, Chair, Textile | : Member |
| C. Dr. Md. Siddiqul Islam, Chair, Pharmacy | : Member |
| D. Dr. Nahid Akhter Jahan, Chair, EEE | : Member |
| E. Dr. Syed Atiqur Rahman, Associate Professor, Textile | : Member |
| F. Dr. Nur Hosain Md. Ariful Azim, Asso. Prof. & Coordinator, EEE | : Member |
| G. Ar. Syed Monirul Islam, Associate Professor, Architecture | : Member |
| H. Ishrat Jahan Bulbul, Associate Professor, Pharmacy | : Member |
| I. Ar. Dr. Masud Ur Rashid, Chair, Architecture | : Member Secretary |

03. Southeast Business School (SBS):

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|---|--------------------|
| A. Prof. Dr. Md. Serajul Islam, Dean, SBS | : Convener |
| B. Dr. Farhana Ferdousi, Associate Prof. & Director, IRT | : Member |
| C. Tarafder Md. Mehedi Al Masud, Asst. Prof. & Coordinator, MBA | : Member |
| D. Iftekhar Shahab Uddin, Lecturer & Coordinator, MBA | : Member |
| E. Tawfeeq Hasan, Lecturer, BBA | : Member |
| F. S.M Raihan Uddin, Lecturer & Coordinator, BBA | : Member |
| G. Siam Mohammad, Lecturer, BBA | : Member |
| H. Md. Fakhrul Islam, Lecturer, BBA | : Member |
| I. Prof. Sheikh Abdur Rahim, Director, BBA | : Member Secretary |



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04. School of Arts and Social Science (SASS):

- | | |
|---|--------------------|
| A. Prof. Dr. Farhana Helal Mehtab, Dean, SASS | : Convener |
| B. Dr. Kazi Tanvir Mahmud, Chair, Economics | : Member |
| C. Dr. Mst. Shahnaz Khanam, Chair, English | : Member |
| D. Dr. Hamida Begum, Chair, Bangla | : Member |
| E. Aliya Shahnoor Ameen, Assistant Professor, English | : Member |
| F. Dr. Masud Shams Aldin, Assistant Professor, Bangla | : Member |
| G. Arfan Ahmed, Lecturer & Coordinator, Law | : Member |
| H. Fahima Kabir, Lecturer & Coordinator, Economics | : Member |
| I. Md. Jahid Mustofa, Chair, Law | : Member Secretary |

Terms of reference of the committee:

1. Committee will prepare a program and get it approved by Hon'ble Vice Chancellor.
2. Committee will select and invite Chief Guest if possible from outside of SEU in consultation with Hon'ble VC and Advisor, BoT.
3. Committee will arrange snacks for VIP guests and students.
4. Committee will hire decorator, make seating arrangements, arrange Public Address (PA) system and prepare invitation card.
5. Committee will select anchor and reciter of Holy Quran.
6. Committee will prepare a budget and get it approved by Hon'ble Vice Chancellor.
7. Officer, in-charge, 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.
8. Deputy Director, BCPR will inform students through Facebook and Director IT (Additional Charge) 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.
9. DR (Admin) is requested to make the Multipurpose Hall available for the Orientation Programs.

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

Copy for action:

1. All Deans & Director IQAC
2. All Chairs & Director BBA, MBA and MDS
3. All Members of the Committees
4. Director Finance
5. Deputy Registrar (Admin & HR)
6. Deputy Director, BCPR (with a request to upload on facebook)
7. Director IT, Addi. Charge (with a request to upload it to SEU website)
8. Officer, In-charge, Admission & Promotion (For informing students through SMS)

Copy for information:

1. Additional Registrar
2. Director, CPDS
3. Director Operation, BoT, SEUT
4. Secretary, BoT, SEU Trust
5. PA to Hon'ble Vice Chancellor
6. PA to Hon'ble Adviser, BoT, SEUT
7. PA to Registrar
8. Office file