



Ref: BUFT/Reg./18/852

Office Memo

To : All Faculty Members, Officers & Staff.

From : Registrar's Office.

Date : 18 September 2018.

Subject: Orientation Programme of (Fall-2018).

The Orientation Programme for 182 batch of students of all Graduate/ undergraduate programmes (Fall-2018) will be held on 23 September 2018 (Sunday) from 10:00 am to 2:00pm in the BUFT Main Campus. The orientation of the newly admitted students will be conducted by the respective departments.

All classes of the university will remain suspended from 9:00am to 2:00pm.

All faculty members, officers & staff are requested to cooperate & participate in the programme.

By order

Registrar
BUFT

Copy to:

1. PS to the Chairman, Trustee Board.
2. PS to VC.
3. PA to Pro-VC.
4. Treasurer (Designated).
5. All Deans.
6. DSW & Secretary of BOT.
7. Controller of Examinations.
8. CFO.
9. Head of Logistics (requested to make necessary arrangements including transportation of students).
10. Director (P & D) (to ensure availability of space and other facilities).
11. All Heads of the Departments/ Director, BIFT. (to ensure distribution of all essential documents and brief students in details after orientation)
12. Librarian.
13. Mr. Prokash Chandra Sarker, Asst. Professor (to ensure anchoring during the programme).
14. Head (Acting) PRD.
15. Accounts.
16. IT Manager (to ensure necessary facilities as required).
17. Office Copy.