



BGMEA University of Fashion & Technology (BUFT)

Excellence through Education

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Office Memo

To : All Faculty Members, Officers & Staff.
From : Registrar's Office.
Date : 17 September 2023
Subject: Orientation Programme Fall-2023 Semester & Commencement of Session.

The Orientation Programme, of new students of all Graduate, Undergraduate and Diploma programmes (Fall-2023) will be held on **20th September 2023 (Wednesday) at 10:30 a.m.** in the BUFT Auditorium. **Barrister Md. Sameer Sattar**, President, Dhaka Chamber of Commerce and Industry (DCCI) will be present in the program as the **Chief Guest**.

Mr. Md. Shafiul Islam Mohiuddin, MP, Chairman, Board of Trustees, BUFT will be present in the program as the **Special Guest**. **Professor Dr. S.M. Mahfuzur Rahman**, Vice Chancellor, BUFT will preside over the Program.

The Deans, Heads of the Departments and the respective Admin Officers are requested to ensure the presence of the newly admitted students.

All Faculty members & Officers are requested to participate in the programme physically.

The classes of Fall-2023 semester will start from 24th September 2023 (Sunday).

By the order of the Authority.

Registrar (Acting)

BUFT

Copy to:

1. PS to the Chairman, Trustee Board.
2. PS to VC.
3. PA to Pro-VC.
4. Treasurer.
5. All Deans.
6. Mr. Obaidullah, DD (Admission) (**Requested to arrange students for volunteering**).
7. Controller of Examinations.
8. CFO (**For necessary action**).
9. Head of Logistics (**Requested to make necessary arrangements including, food, flower, transportation of the students and others necessary action**).
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 concerned students in details after orientation program**).
12. Librarian.
13. Ms. Afsana Sharmin, Asst. Prof., FDT and Ms. Farhana Karim, Lecturer, Dept. of Business (**To make program schedule and ensure anchoring during the programme**).
14. Ms. Sarmily Sarker Mishu, Asst. Prof., Dept. of FS, Mr. Ariful Islam, Asst. Prof. & HOD, Dept. of FDT & Mr. Rayed Barkat, Asst. Prof. & HOD, Dept. of FS (**Requested to arrange stage management & decoration of campus**).
15. IT Manager (Hardware / Software) (**For necessary Action**).
16. PR Section (**Press, Photography & Media arrangement**).
17. Accounts.
18. Office Copy.