



BGMEA University of Fashion & Technology (BUFT)

Excellence through Education

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Ref: BUFT/Reg./7.26.19/25.1342

Office Memo

To : All Faculty Members, Officers & Staff.

From : Registrar's Office.

Date : 29 September 2025.

Subject: Department/POE-wise Orientation Programme, Fall-2025.

As per the Academic Calendar, Fall-2025 semester, Department/POE-wise Orientation Programme, of the students of newly admitted Graduate/Undergraduate programmes (Fall-2025) will be held as per the following schedule:

Sl	Faculty	Programme	Venue	Date	Time
1	Faculty of Business Studies *	MBA & BBA	Room. No. 101	6 October 2025	10.30 am
2	Faculty of Arts & Social Science	ENG	Room. No. 104	6 October 2025	2.30 pm
3	Faculty of Sciences	ES	Room. No. 515	6 October 2025	11.00 am
4	Faculty of Engineering Studies	IE, CSE	Room. No. 104	6 October 2025	11.00 am
5	Faculty of Apparel Studies	AMT, AMM	Multipurpose Hall	6 October 2025	2.00 pm
6	Faculty of Fashion Studies	FDT, BFS, MFD	Multipurpose Hall	6 October 2025	10.30 am
7	Faculty of Textile Engineering	TE, TEM, KE & MTE	Auditorium	6 October 2025	10.30 am
8	Diploma & Certificate Courses		Room. No. 616	6 October 2025	10.30 am

Respective Deans, Heads of departments, and Departmental Administrative Officers are requested to make necessary arrangements for the programme.

All faculty members are requested to communicate with the concerned Dean and HOD and attend in the programme.

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. DSW & Secretary of BOT.
7. CFO.
8. Head of Logistics (*requested to make necessary arrangements and support*).
9. Director (P & D) (*to ensure availability of space and other facilities and Transport*).
10. Director, PR
11. All Heads of the Departments/ Director, BIFT. (*to ensure distribution of all essential documents and brief the concerned students in details*)
12. Librarian.
13. Accounts.
14. IT Manager (*to ensure necessary facilities as required*).
15. Departmental Admin Officers (*to ensure distribution of all essential documents and brief concerned students in details*)
16. Office Copy.