



# SOUTHEAST UNIVERSITY

House-64/B, Road-18, Banani, Dhaka-1213

Tel: 9882340, 9893205, 8860454, 8860456, Fax: 880-2-9892914, E-mail: [info@seu.edu.bd](mailto:info@seu.edu.bd)

Ref: SEU/ACAD/OFO/0081/2021

Date: 06.04.2021

## OFFICE ORDER

### Subject: On-Line Orientation Program: Spring 2021.

1. In accordance with the approval of the University Management an On-Line Orientation Program for the newly admitted students of Spring 2021 Semester will be held on **8<sup>th</sup> April 2021 (Thursday) at 4:00 p.m. Mr. Asaduzzaman Khan, MP, Hon'ble Minister, Ministry of Home Affairs, Government of the People's Republic of Bangladesh** will remain present as Chief Guest. Hon'ble BOT Chairman **Mr. Rezaul Karim** will also remain present as Guest of Honor.
2. Director CPDS will inform the Meeting Link & Code to all Department Chairs and Program Directors about the details of On-Line Orientation Program.
3. All Department Chairs, Program Directors & Program Coordinators are requested to inform the students about the On-Line Orientation Program and ensure their presence at the Orientation Program.
4. Director BCPR will act as Anchor of the Orientation Program, will prepare the Invitation Card & Program Schedule and will send it to all concerned.
5. AD (Admission & Promotion) will send the Students' Code of Conduct via e-mail to all newly admitted students and send SMS to them about the Orientation Program.
6. Director IT will prepare the computers of the Hon'ble VC, Hon'ble Adviser of BOT, Registrar and Director BCPR for the program.
7. All Deans, Chairs, Program Coordinators, all faculty members will attend the program on-line. All Administrative Heads will also attend the program.

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