



BGMEA University of Fashion & Technology (BUFT)

Excellence through Education

Campus: Nishatnagar, Turag, Uttara, Dhaka-1230 Tel: 09606808080, 09606950535, 09606950986, and 09606950987
Email: info@buft.edu.bd, www.buft.edu.bd

Ref: BUFT/Reg./7.26.19/26.8131

Office Memo

To : All Faculty Members, Officers & Staff.

From : Registrar's Office.

Date : 13 August 2026

Subject: Orientation Programme Fall- 2026 Semester.

The Orientation Programme of new students of all Graduate, Undergraduate and Diploma programmes (Fall-2026) will be held on **25 August 2026 (Tuesday) at 10:30 a.m.** in the BUFT Auditorium. **Mr. Faruque Hassan, Hon'ble Chairman, BoT BUFT** will be present in the program as the **Chief Guest**. **Professor Dr. Engr. Ayub Nabi Khan, Vice Chancellor (Designate)**, 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 attend the programme physically.

By the order of the Authority.


Md. Rafiquzzaman

Registrar
BUFT

Copy to:

(Not according to seniority)

1. PS to the Chairman, Trustee Board.
2. PS to VC (Designate)
3. PA to Pro-VC (Acting).
4. Treasurer.
5. All Deans.
6. All Heads of the Departments/offices.
7. DSW (Requested to arrange scouts for volunteering).
8. CFO (For necessary action).
9. Director (P & D) & Head of Logistics (To ensure availability of space, seating arrangement, transportation of the students, food and flowers) and other necessary actions).
10. Director, PR (Press, Photography, & Media arrangement, including ensuring program schedule and anchoring management).
11. All Heads of the Departments. (To ensure distribution of all essential documents and brief the concerned students in detail after the orientation program).
12. Ms. Afroza Akter Rita, Asst. Professor, Dept. of FDT, Ms. Urmila Mukhtar Jenny, Asst. Prof., Dept. of FDT, Mr. Ariful Islam, Asst. Prof., Dept. of FDT, Mr. Rayed Barkat, Asst. Prof., Dept. of FS, & Ms. Afsana Sharmin, Asst. Professor, Dept. of FS (Requested to arrange stage management & decoration of campus).
13. In-charge of IT (For necessary action).
14. Proctor
15. Office Copy.