



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./7.26.19/26.921

Office Memo

To : All Faculty Members, Officers & Staff.

From : Registrar's Office.

Date : 02 September 2026.

Subject: Department/POE-wise Orientation Programme, Fall-2026.

The Department/POE-wise Orientation Programme, for the students of newly admitted Graduate/Undergraduate programmes (Fall-2026) will be held as per the following schedule:

Sl	Faculty	Programme	Venue	Date	Time
1	Faculty of Business Studies	MBA & BBA	Room. No. 101	7 September 2026	10.30 am
2	Faculty of Arts & Social Science	ENG	Room. No. 205	7 September 2026	10.30 am
3	Faculty of Sciences	ES	Room. No. 101	10 September 2026	2.00 pm
4	Faculty of Engineering Studies	IE	Room. No. 101	6 September 2026	10.30 am
5	Faculty of Engineering Studies	CSE	Room. No. 104	6 September 2026	10.30 am
6	Faculty of Apparel Studies	AMT, AMM	Auditorium	7 September 2026	11.00 am
7	Faculty of Fashion Studies	FDT, BFS, MFD	Multipurpose Hall	8 September 2026	10.00 am
8	Faculty of Textile Engineering	TE, TEM & MTE	Auditorium	10 September 2026	11:00 am
9	Faculty of Textile Engineering	KE	Room. No. 101	9 September 2026	3.00 pm
10	Diploma & Certificate Courses		Room. No. 616	3 September 2026	10.00 am

The respective Deans, Heads of Departments, and Departmental Administrative Officers are requested to make the 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

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-Incharge (*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.