



UNIVERSITY OF ASIA PACIFIC

ইউনিভার্সিটি অব এশিয়া প্যাসিফিক

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**UAP**

## Notice

This is for information of all concerned that the certificate awarding ceremony of students placed in the **VC's Honor List of Fall 2023** will be held on **November 11, 2024 (Monday)** at **UAP Auditorium**, 74/A, Green Road, Dhaka-1205, as per the following schedule:

- Department of Architecture, CE, CSE and EEE: 10:00 AM
- Department of Business Administration, English, L&HR and Pharmacy: 11:30 AM

The departments are instructed to inform all the full-time faculty members and the concerned students to be present in the event. **Only concerned awardee students will be allowed to the ceremony. Guardians and other students will not be allowed.** DAO's are requested to ensure it by being present in the event.

The Office of the Controller of Examination is requested to take the necessary steps to print the certificates and make them ready for the distribution at the program. The Deputy Controller of Examinations is requested to coordinate with departments for the final list of students.

**Md. Asaduzzaman**  
Registrar in charge

### **Distribution:** (Not according to seniority)

1. Deans of Schools
2. Heads of the Departments (Arch., BA, BS&H, CE, CSE, EEE, English, L&HR and Pharmacy)
3. Controller of Examination
4. Director, DSW
5. Director, Finance & Accounts
6. Deputy Controller of Examinations
7. DAOs Department of Arch., BA, BS&H, CE, CSE, EEE, English, L&HR and Pharmacy to stay available at the event from the start to the end and provide relevant support. Students should be dressed properly.
8. Administrative Officer, DSW – to ensure the presence of anchors and a student for recitation from the Holy Quran.
9. IT Section- for ensuring Multimedia facilities.
10. University Engineering Office- to ensure electro-mechanical and cleaning facilities.
11. Security Supervisor – to ensure all security measures.

### **Information:**

1. Treasurer
2. Secretary, BOT- for kind information of Chairperson, BOT
3. PS to Vice Chancellor- for information of Vice Chancellor and Pro Vice Chancellor
4. Dean's Office