

# UNIVERSITY OF ASIA PACIFIC

ইউনিভার্সিটি অব এশিয়া প্যাসিফিক

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# UAP

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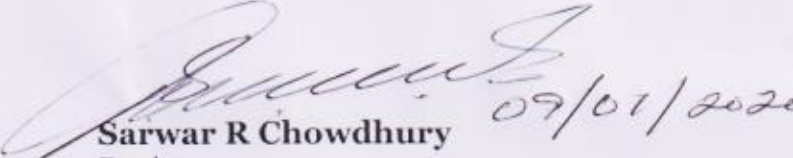
09. January, 2020

## NOTICE

Certificate awarding ceremony of students placed in the Vice Chancellor's Honor List of Spring 2019 will be held on **Wednesday, 22 January 2020, 4:00 PM** at 'UAP Plaza' located at UAP City Campus, 74/A, Green Road, Dhaka-1215.

DAO's are instructed to inform all full time faculty members and the concerned students to be present in the event. **One guardian will be allowed with the student** to the ceremony.

Deputy Controller of Examinations is requested to take necessary steps to print the certificates and make them ready for distribution at the program. Deputy Controller of Examinations is requested to coordinate with DAO's for the final list of students.

  
Sarwar R Chowdhury  
Registrar

### **Distribution:**

1. Director, DSW
2. Deputy Registrar
3. Deputy Controller of Examinations
4. University Engineer– To ensure electro-mechanical and cleaning facilities. (email- [engineer@uap-bd.edu](mailto:engineer@uap-bd.edu), PABX: 992)
5. Public Relations Department- To cover the program
6. Assistant Director, DSW- To ensure the presence of Anchors and a student for Telawat from Quran
7. DAO's (Arch., BS&H, BA, CE, CSE, EEE, English, L&HR and Pharmacy) – to ensure student's presence. Students should be properly dressed.
8. Campus Superintendent - To ensure all security measures
9. Office Assistant (Logistics) – For necessary action (email- [uap.ls@uap-bd.edu](mailto:uap.ls@uap-bd.edu))

### **Information:**

1. Treasurer
2. Dean, Faculty of Env. Sc. & Design
3. Heads/Director, Departments of Arch./ BS&H/ BA/ CE/ CSE/ EEE/ English/ L&HR/ Pharmacy
4. Deputy Director, Finance and Accounts
5. PS to VC- for kind information of Vice Chancellor and Pro Vice Chancellor