

Dear Student,

Please refer to your application for Graduation.

After reviewing your graduation application, we are pleased to inform you that you have fulfilled the degree requirements and are eligible for attending the Convocation, to be held on **Sunday, 06 March 2011 at Bangabandhu International Conference Centre (BICC), Sher-e-Bangla Nagar, Agargaon, Dhaka.**

To help you make this day successful and memorable we are requesting you to follow the instructions mentioned below:

1. In accordance with SSC/O Level certificate the exact spelling of your name will appear on your Degree Certificate to be issued by this University. So please check your CGPA and spelling of your name shown above. If there is any mistake please inform Registrar's Office within 15 February 2011.
2. The name of Graduates who have earned Academic Awards (Summa Cum laude/Magna Cum Laude/Cum Laude/Gold Medal), will appear in the Convocation Brochure. The recipients of awards are requested to verify the correctness of their names and other information as mentioned above. If there is any mistake please inform Registrar's Office within 15 February 2011.
3. Please collect your **Convocation Gown** from the 2nd floor, Admin Building between **20 February 2011 and 27 February 2011** (including Friday and Saturday, except 21 February 2011) **from 10:00 am to 3:00 pm.** showing your ID card.
4. Please collect the **Invitation Cards** of the Convocation Ceremony for you and your parents/guardians, from the Admission Office within **20 February 2011 to 27 February 2011** (including Friday and Saturday, except 21 February 2011) **from 10:00 am to 3:00 pm.** showing your ID card. **Due to space constraint at the "Hall of Fame" of Bangabandhu International Conference Center, it is not possible to accommodate both the parents/guardians in the "Hall of Fame", the main venue of the Convocation Ceremony. In such a situation one of the parents/guardians will be accommodated in the "Hall of Fame" and the other one in the "Carnival Hall". While the ceremonies will take place in the "Hall of Fame", the whole program will be telecast live in the "Carnival Hall". Thus, one of the parents will sit in the "Hall of Fame" and the other one will sit in the "Carnival Hall" and enjoy the program.**
5. Parents/Guardians are requested to take their seats latest by 10:00 am. on 06 March 2011 (on the day of Convocation).
6. Please attend the rehearsal for the Convocation on **Saturday, 05 March 2011 at 9:00 am.** in **Bangabandhu International Conference Centre, Sher-e-Bangla Nagar, Agargaon, Dhaka.** The rehearsal will commence with a formal briefing. Attendance in the rehearsal is compulsory for all graduating students.

7. On the day of Convocation (06 March 2011) you must be present at Bangabandhu International Conference Centre by 8:30 am at the latest. Convocation Procession will be formed by 9:00 am.
8. As advised by the SSF and other National Security Agencies, due to security reasons, you are requested not to bring any briefcase, handbag, cellular phones, camera or any thing electronic or metallic. This guideline is also applicable for the parents and guardians attending the convocation.
9. We have a contract with a Professional Photography Studio to take the photographs of the Convocation Ceremony so that you can get photographs from that studio on payment.
10. You are requested not to bring any one else other than the invitees in the Convocation Ceremony. You are advised to follow the above instructions to avoid any embarrassment.

Following dress code is to be followed for attending the Convocation Ceremony: (For the male students)

1. a) White or Off-white full sleeve shirt with necktie. T-shirt or Polo shirt is not acceptable. The color of the trouser should preferably be dark. Jeans are discouraged. Coat/Blazer inside the gown is discouraged to avoid inconvenience.
2. b) Black color Oxford Leather Shoes are to be put on. Sandal shoes or Sneakers are not acceptable.

Yours Sincerely,
Colonel Shah Murtoza Ali (Retd)
Registrar