

December 6, 2008

Subject: Schedule of 9th Convocation (Monday, March 9, 2009)

Dear Students:

You are requested to follow the schedules and dates as stated below.

1. **All the pending academic requirements** – Courses, Defense of Feasibility, Project Design, Thesis and Internship Report etc. must be completed on and before Thursday, **January 22, 2009**. Recommendation of the Bests must be submitted to VC's Office by **February 1, 2009**.
2. **Release of Graduate list**

Responsibility	Last date	Responsible Office
List of Graduates 2 nd release	January 25, 2009	Registrar Office
List of Graduates final Release	February 8, 2009	Registrar Office
Academic Honors List	February 7, 2009	VC's Office
Vice Chancellors Award list	February 7, 2009	VC's Office
Chairman's Award list	February 7, 2009	OSA
Chancellors Award	February 10, 2009	VC's Office

3. **Photograph**: Photograph session will start from Saturday, **January 17, 2009**. For Photograph visit the following address on and before **February 12, 2009**.

Mr. Raju

Digital Photo Express
Faruque Rupayan Tower (1st Floor)
(Above Reebok Showroom/ Under Shahjalal Bank)
32, Kamal Ataturk Avenue, Banani, Dhaka
Phone: 0191 2240164

The studio will provide the convocation gown and color specification chart for you. You have to pay **Tk.100.00** for the photograph. Collect the money receipt. The Studio will provide you an 8R photograph on a later date.

4. **Convocation Gown**: The individual gown measurement will be taken on the following schedule.

Day	Contact
BBA/ MBA	Mr. Alal, Phone: 01914728629
Science/ Engineering	Mr. Nawab, Phone: 01711165651

The payment of the gown is **Tk. 1000.00 (+ Tk. 100 for MBA/ MSCS/ EMBA)** and the amount has to be paid in full at the day of your measurement. If you miss the date of the gown measurement, it will not be possible for us to deliver the gown in time. (May be after the convocation!).

5. **Fees**: You need to pay convocation registration fee and alumni fee of Tk. 4300/= (Convocation Charge Tk.4000 + Testimonial Tk.100 + Transcript Tk.200) from **February 1, 2009 up to February 12, 2009** in the accounts. The gowns and photograph will not be released with out the payment.

6. **Convocation Guest Form:** Convocation Guest Form will be available at OSA, Admin Building from **February 1, 2009 up to February 28, 2009**. The last date of submitting Convocation Guest Form is **February 28, 2009**.
7. **Some important dates and times to remember:** You are requested to remember the following dates and relevant activities. Your participation and cooperation in the activities are very important. If you miss more than 2 participation dates, it will not be possible for us to take you in the convocation procession.

Date	Time	Venue	Activity
Saturday, January 17, 2009	3 pm	AIUB Auditorium	1 st General Meeting with the Graduates (Attendance is necessary for the graduates)
Thursday, January 22, 2009		Respective Faculties	Last date of submitting Feasibility report/ project design/ thesis paper/ internship report
January 24 and February 1, 4, 8, 12, 2009 (Deadline is over) Contact: Mr. Alal, Phone: 01914728629 (BBA/ MBA) Mr. Nawab, Phone: 01711165651 (Science/ Engineering)			Gown Measurement
Jan 17- Feb 12, 2009		Digital Photo Express	Photograph
February 8, 2009		Admin.	Release of final List of Graduates
February 1, 2009		OSA, Admin	Release of convocation guest form
February 1 - 12, 2009		Accounts	Convocation registration payment
February 26, 2009			Last Day of convocation guest form submission
February 19, 2009, Thursday	3.00 p.m.	Banani Club Field	1 st rehearsal on convocation procession
February 26, 2009, Thursday	3.00 p.m.	Banani Club Field	2 nd rehearsal on convocation procession
March 03, 04 & 05, 2009	9 a.m. – 5 p.m.	AIUB Auditorium	Release of Graduate Gowns
March 05, 2009	10.00 a.m.	5 th floor, Admin.	Release of Faculty Gowns
March 05, 2009, Thursday	2.00 p.m.	Banani Club Field	Final rehearsal on convocation procession
March 9, 2009, Monday	8.30 a.m.	BCFCC (Plenary Hall)	9 th Convocation Ceremony
March 9, 2009, Monday	7.00 p.m.	BCFCC Banquette Hall	9 th Convocation Ball

For further information and clarification please contact at the OSA.

MANZUR H. KHAN
Coordinator, OSA

MS. NADIA ANWAR
Founder & Vice President, Student Affairs,
AIUB