



RUD/Admin/Notice/2025/04

02.02.2025

## Admission and Promotion Committee – 2025

1. A committee for admission and promotion is formed as follows:

|    |   |                  |
|----|---|------------------|
| 1  | Vice Chancellor   | Convener         |
| 2  | Registrar   | Member           |
| 3  | Deans & Dept. Chairs                                    | "                |
| 4  | Amena Khatun Palashi, Asstt. Prof., Faculty of Business | "                |
| 5  | Sharmin Sultana, Coordinator, CSE                       | "                |
| 6  | Md. Arif Hossain, Coordinator, BBA                      | "                |
| 7  | Sakib Hasan, Lecturer, BBA                              | "                |
| 8  | Malobika Mazumder, Coordinator, English                 | "                |
| 9  | Samima Siddika, Lecturer, LMIS                          | "                |
| 10 | Nusrat Jahan, Lecturer, HMT                             | "                |
| 11 | Arshadul Islam, Lecturer, Education                     | "                |
| 12 | Rezia Parvin, Admission Officer                         | "                |
| 13 | Hasneena Taiyeba, Sr. Admission Officer                 | Member Secretary |

**N.B.** The composition of the committee may be revised, if necessary.

### Terms of Reference:

1. To have a meeting at least once a week with the presence of all members.
2. To review weekly admission status of each department.
3. To develop central and Department-level promotion strategies.
4. To review the progress and performance of brand ambassadors.
5. To organize college visits (at least one college visit every month by each Department).
6. To review the results of Facebook boosting.
7. To devise other promotional means and organize various promotional campaigns.
8. To perform any other responsibilities assigned by the university management.

02.02.25

Brig Gen ASM Mushfiqur Rahman (Retd)  
Registrar