

UNIVERSITY OF ASIA PACIFIC

ইউনিভার্সিটি অব এশিয়া প্যাসিফিক



74/A, Green Road, Dhaka — 1205 | PABX: +880-2-58157091-4 +880-2-58157096 Fax: +880-2-58157097; **E-mail: <u>uapadmin@uap-bd.edu</u>**

UAP/1016/Admin/Vol.-VIII/4

0.9. July 2024

Notice

This is to notify all concerned that all applications for administrative approval must be submitted through the proper channel addressed to the Registrar. Forwarding of any application for administrative approval directly to the Vice Chancellor is strongly discouraged. Your cooperation in this regard will be highly appreciated.

Brig. Gen. (Retd.) Prof. Dr. & K M Nazrul Islam

Registrar

Distribution: (Not according to the seniority)

- . Controller of Examinations
- . Deans of Schools
- . Directors (DSW, IEERD, CRTTC, OIA, IQAC)
- . Proctor
- . Heads of Departments (Arch, BS&H, BA, CE, CSE, EEE, English, L&HR and Pharmacy)
- . Director, Finance and Accounts
- . Deputy Librarian, Central Library
- . University Engineer, University Engineering Office (For necessary action of related services)
- . IT Manager, IT Section (For web update)
- . Assistant Director, IQAC-IEERD-OIA-CRTTC
- . Assistant Registrars (Admin & Academic), Office of the Registrar
- . Assistant Director, Public Relations Department
- . DAOs of the Departments (Arch, BS&H, BA, CE, CSE, EEE, English, L&HR and Pharmacy)
- . Medical Officer, Medical Center
- . Purchase & Procurement Officer, Purchase and Procurement Section
- . Admission Officer, Admission Office
- . Assistant Public Relations Officer, Public Relations Department

Information:

Treasurer

- . Assistant Director, Office of the BOT for kind information of Chairperson, BOT
- . PS to VC- for kind information of Vice Chancellor and Pro Vice-Chancellor

D. X