



Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

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Notice on Observance of Census Day at BUBT

This is to inform all students, faculty members, officers, and staff that BUBT will observe Census Day on Wednesday, August 6, 2025. The purpose of this observance is to finalize the student enrollment figures for all programs, departments, and courses of the university.

On this day, each department will prepare comprehensive and updated enrollment data. This data will serve as the official record for academic and administrative planning. The university will assess:

- The total number of actively enrolled students
- Regular class attendance
- Irregular attendance
- Cases of dropout

In this regard, course teachers are requested to investigate reasons for irregular attendance and dropout, and where necessary, may contact the parents or guardians of the concerned students to ensure proper follow-up and support.

All departments are instructed to submit their finalized enrollment data to the respective Dean's Office by August 13, 2025. The Dean's Office will compile the information and forward it to the Office of the Hon'ble Vice Chancellor, with a copy to the Registrar by August 20, 2025, for further review and action.

All concerned are requested to ensure accuracy, transparency, and timely submission in this important institutional exercise.

Dr. Md. Harun-or-Rashid
29.07.2025

(Dr. Md. Harun-or-Rashid)

Registrar
BUBT

Copy for information/necessary action to:

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|--------------------------------|---------------------------|
| 1. P.S. to Vice Chancellor | 8. All Faculty Members |
| 2. P.A. to Advisor | 9. All Officers and Staff |
| 3. Treasurer | 10. All Students |
| 4. Deans of all Faculties | 11. Notice Boards |
| 5. All Directors | 12. BUBT Website |
| 6. Controller of Examinations | |
| 7. Chairmen of all Departments | |