



Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

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Urgent Notice for Updating the Annex Profile (for the faculty members of BUBT)

All faculty members of Bangladesh University of Business and Technology (BUBT) are hereby informed that the University is in the process of updating the Annex Profiles of all academic personnel. This initiative is being undertaken to ensure that the University maintains a comprehensive and up-to-date database of all faculty members for official documentation, accreditation, and University Grants Commission (UGC)-related purposes.

In this regard, all faculty members are requested to update their respective Annex Profiles by **October 26, 2025**.

The updated profile must include, but is not limited to, the following information:

- 1 Personal Information
- 2 Educational Qualifications
- 3 Professional Experience
- 4 Research and Publications
- 5 Training, Awards, and Achievements
- 6 Other Relevant Information

Faculty members are advised to carefully verify the accuracy of all information before submission. Incomplete or inaccurate entries may cause difficulties in preparing official reports and communications with the UGC.

Your sincere cooperation in this matter is highly appreciated. Timely submission of the updated Annex Profile will greatly assist the University in maintaining accurate institutional records and ensuring compliance with UGC requirements.

Dr. Md. Harun-or-Rashid
22.10.2025

(Dr. Md. Harun-or-Rashid)

Registrar

Distribution for necessary action to:

1. All faculty members

Copy for information to:

- 1 P.S. to the Vice Chancellor
- 2 P.A. to the Advisor
- 3 Treasurer
- 4 Deans of all Faculties
- 5 All Directors
- 6 Chairmen of all Departments
- 7 HR Officer
- 8 Office Copy