



**Rajshahi University of Engineering & Technology**  
**Institutional Quality Assurance Cell (IQAC)**  
**Office of the Director**

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Date: 20.09.2020

To

All HODs, RUET

Subject: "Foundation Training Batch -2" for newly recruited teachers of RUET

Greetings from IQAC RUET !

This is for your kind information and necessary action that IQAC has arranged the "Foundation Training Batch -2" for newly recruited teachers of RUET, to be held from 26.09.20 to 29.09.20 at IQAC seminar room of RUET.

You are requested to circulate this among the respective teachers of your department and allow them to attend the training. Also requested not to **assign any duties** to the participants during this training.

The participants will receive honorarium as per rule.

The detailed program schedule and the list of participants are enclosed herewith.

Thanking.

Prof. DR. Muhammad Abdul Goffar Khan  
Director, IQAC, RUET

Copy forwarded to:

1. Vice-chancellor, RUET
2. Registrar, RUET
3. DSW, RUET
4. Chief Engineer, RUET, with a request to maintain **uninterruptible electricity supply**.
5. Security officer, with a request to maintain necessary **security** in the venue.
6. Publication Officer, with a request to arrange to take **photographs and video** of the event and to publish in print and electronic media.
7. In-charge, Central computer Center, with a request to provide **uninterruptible internet service** at the venue during the training session.
8. Chief Medical Officer, with a request to provide a technician at the venue, to measure temperature of the participants and distribution of **hand sanitizer and mask** among them.