

Manarat Dhaka International School & College (MDIC)
Gulshan, Dhaka-1212

MDIC/AO/F-55/01

16 April 2024

Instructions for observing ‘Historical Mujibnagar Day and Independence of Bangladesh’ Program – 2024

1. A discussion Program followed by doa will be held on ‘**Historical Mujibnagar Day and Independence of Bangladesh**’ on Wednesday, 17th April 2024 at MDIC premises. To conduct the program smoothly, the following instructions are given bellow:

2. **Organizing Committee:**

Overall In charge: Prof. Md. Habibur Rahman Akand & Prof. Ms. Tahmina Yeasmeen, Vice Principals (Morning & Day Shift)

Supervision: Mr. Mohammad Abdul Hamid Khan & Ms Rahima Khatun Coordinators (boys & girls)

Convener : Muhammad Hafizur Rahman

Members

For Girls’ Section

Ms. Tahera Tasneem
Ms. Nasim Akhter Khan
Ms. Mohsina Siddiqua

For Boys’ Section

Mr. Abdul Gafur
Mr. Siddiqur Rahman
Mr. Bodiuzzaman

3. Discussion & Doa Program:

Date : 17th April 2024, Wednesday
Teachers’ Reporting time : 10:30 am
Students’ Reporting time : 10:30 am
Discussion Program time : 11:00 to 12:00 noon
Venue : Auditorium

4. **Attendance:**

- a. Participants : Students from class 3 to A level (Both shifts)(Those who are available in Dhaka)
- b. All Faculties and non-teaching staff (Both Shifts) (Those who are available in Dhaka)

5. **Decoration Committee:**

Convener : Ms. Nafisa Afrose
Members : Mr. Mohammad Mostofa Kayum Bhuiyan
: Mr. Shaifullah Mirza Shamim AO
: Mr. Kabirul Islam, AAO
: Mr. Nishat Ahmed AAO

This committee will prepare banner as per the guidance of the convener.

6. **Anchoring:** Muhammad Hafizur Rahman

He will prepare script in consultation with the supervisors. It should be approved by 16th April, 2024.

7. **Media & Photography:** Media & Photography committee of MDIC will take necessary steps for publishing the news in different print media. Mr Khalid Sayfullah will ensure it.

8. **Administrative Arrangement:** Banner preparation and all other administrative arrangements will be done by the Administrative Officer in consultation with the convener of organizing committee.

9. **Coordination meeting:** A Coordination meeting conducted on 16 April 2024, Tuesday at 6:00 pm in online with the Principal, VPs, Coordinators, Organizing committee members, Administrative officer & Caretaker regarding this.

10. All are requested to perform their duties with great devotion and sincerity to make the program successful.
11. Discipline: Discipline Committee of MDIC will ensure discipline in all areas in and around MDIC on that day.
12. Any query may be clarified from Vice Principals (Morning & Day)/Coordinators (Boys & Girls Section).



Principal
MDIC

Copy to:

- Principal's Office
- Vice Principals (Morning & Day)
- All Coordinators (Girls' Section, Boys' Section, O & A-level, Junior Section and Day Shift)
- All Faculties (Both Shifts)
- Chief Accounts Officer
- Administrative Officer
- Caretaker
- Office Copy