



SOUTHEAST UNIVERSITY

House No. 64, Road No. 18, Block-B, Banani, Dhaka-1213

Tel:8878502, 8878497, 55034125-28, 55034135, Fax: 880-2-55034109, E-mail: info@seu.ac.bd

Ref: SEU/HR/Notice/ /2020

Date: 01/06/2020

OFFICE ORDER

Sub: Opening All Academic & Administrative Departments of SEU

Southeast University like all other academic institutions was closed due to gradual spreading of Corona virus disease (COVID-19) in Bangladesh since March 17, 2020. On re-opening issue, an online meeting was held on 31 May 2020 with all Departmental Heads chaired by the Hon'ble Vice Chancellor, Professor Dr. AFM Mafizul Islam. All agreed to re-open university on the following terms and conditions:

1. All Academic and Administrative Offices of SEU except Admission & Promotion Office, Administration Office, Accounts & Finance Office, HR Office and Department of BCPR will re-start functioning from June 07, 2020 (Sunday).
2. Admission & Promotion Office, Administration Office, Accounts & Finance Office, HR Office and Department of BCPR will open from June 02, 2020.
3. All academic and non-academic offices will attend only administrative issues.
4. Office timing will be 10.00 a.m. to 2.30 p.m. on every working day, except Admission & Promotion Office. Admission & Promotion Office will remain open all the 7 (seven) days a week.
5. All Academic and Administrative Dept. Heads will prepare a roster of all their faculty members/officers and employees who will attend offices in working days, and send the same to the Registrar for record.
6. In case of Academic Department, either Departmental Head or Program Coordinator will attend on a particular day and roster be prepared accordingly.
7. Minimum one faculty member/officer must attend office in each day.
8. It is advised that one should not come to office on any other day except roster day and enter into other's room or call someone in his/her room and gossip.
9. All will submit their day to day report to Registrar's Office for onward submission to Hon'ble Vice Chancellor.
10. While coming to the offices all must put on face mask. Pregnant ladies and anybody having fever, running nose, dry cough should report to the Registrar and not come to office.
11. Office transport will be provided for attending offices. Concerned faculty member/officer/employee may coordinate with Deputy Registrar (Administration) to avail transport facilities.

Maj Gen Kazi Fakhruddin Ahmed, SPP, psc (Retd)
Registrar