



# SOUTHEAST UNIVERSITY

251/A & 252, Tejgaon I/A Dhaka-1208

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SEU/HR/OFO/298/2021

Date: 10.08.2021

## **OFFICE ORDER**

### **Subject: New Office Timing**

In accordance with the approval of the University Management, all Academic and Non Academic Heads are hereby informed as follows:

1. All Academic and Non Academic Offices of SEU will remain open all 05 working days (Sunday to Thursday) a week. New office timing will be from 09:00 a.m. to 05:00 p.m.
2. Admission Office will remain open all 07 days a week except Government Holidays.
3. All Academic Heads will attend office 03 days (Sunday, Tuesday and Thursday) a week.
4. All Program Coordinators of all Academic Departments will attend office 03 days a week to be decided by the Dept. Chair.
5. All Staff of Academic Departments will attend office all 05 working days a week.
6. All Faculty Members will attend office at least one day every week as detailed by Dept. Chair.
7. This order will be effective from 11 August 2021 until further order.

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

Registrar